

**MID-HUDSON VALLEY  
TRANSPORTATION MANAGEMENT AREA**

**JOB ACCESS AND REVERSE COMMUTE &  
NEW FREEDOM PROGRAMS  
GRANT APPLICATION**

**January 2009**

OCTC



## Introduction

The three transportation councils within the Mid-Hudson Valley Transportation Management Area (TMA) are pleased to announce the first call for proposals to provide services in support of two Federally-supported programs: Job Access Reverse Commute (JARC) and Senior and Disabled Transport (New Freedom). These JARC and New Freedom funds are currently available to the Mid Hudson Valley TMA, which covers Orange County, Dutchess County and southern Ulster County. The funds must be programmed for projects based on a competitive process. In addition, successful project proposals must meet other Federal Transit Administration (FTA) program requirements and be consistent with locally developed coordinated public transit human service transportation plans.

This application provides an overview of the Federal Transit Administration funding and planning processes, describes the two funding programs and the potential uses for these funds, outlines the specific application requirements, describes the process for review and selection of proposals, and provides other information relevant to submission of competitive applications.

The deadline for applications is February 27, 2009. An application workshop will be held at the Dutchess County Department of Planning and Development, 27 High Street (2<sup>nd</sup> Floor), Poughkeepsie, on **February 10<sup>th</sup> 2009 from 3:00-5:00 p.m.**

## Overview

Signed into law on by the Federal government on August 10, 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provided formula funding for the following two Federal Transit Administration (FTA) programs:

- **Job Access and Reverse Commute (JARC) Program (Section 5316):** Provides formula funding to support projects that help transport welfare recipients and eligible low-income persons to and from work. Funds can support both capital and operating costs, though each has different local match requirements.<sup>1</sup>
- **New Freedom (Section 5317):** Provides funding for new public transportation services beyond those required by the Americans with Disabilities Act of 1990 that assist individuals with disabilities.

SAFETEA-LU also requires that a Coordinated Public Transit Human Services Transportation Plan (“Coordinated Plan”) be developed to identify the transportation needs of disabled persons, older adults, and low income populations, while also prioritizing strategies to meet any unmet needs. The Coordinated Plan serves as the

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<sup>1</sup> According to FTA, [the basic definition of an operating cost is something that does not have a useful life of more than one year](http://www.fta.dot.gov/documents/Updated_Q_and_A1-5-09(6).doc). In contrast, a capital item is usually a tangible item that has a useful life of more than one year. See [http://www.fta.dot.gov/documents/Updated\\_Q\\_and\\_A1-5-09\(6\).doc](http://www.fta.dot.gov/documents/Updated_Q_and_A1-5-09(6).doc) for more information.

basis for funding projects under these two Federal Transportation Administration (FTA) programs. (SAFETEA-LU also provided funding for a third FTA program, the **Elderly Individuals and Individuals with Disabilities Program (Section 5310)**, which is not part of this competition. Section 5310 supports transportation services to elderly persons and persons with disabilities for whom other mass transportation services are unavailable, insufficient, or inappropriate. New York State limits the use of 5310 funding to the sole purpose of purchasing eligible vehicles.)

This funding application addresses the **Job Access and Reverse Commute (JARC) Program** and the **New Freedom Program**. For complete program guidance and instructions, applicants should review the Federal Transit Administration's May 1, 2007 Program Circulars (JARC - FTA C 9050.1; New Freedom – FTA C 9045.1) which are available through the FTA website: <http://www.fta.dot.gov>. FTA has also published Questions and Answers related to the JARC and New Freedom programs; see [http://www.fta.dot.gov/documents/Updated Q and A1-5-09\(6\).doc](http://www.fta.dot.gov/documents/Updated_Q_and_A1-5-09(6).doc) for more information.

JARC and New Freedom funds can be used to support a wide variety of transit oriented activities and are apportioned to the TMA as a whole. The TMA is served by three separate Metropolitan Planning Organizations (MPOs): the Poughkeepsie-Dutchess County Transportation Council, the Orange County Transportation Council, and the Ulster County Transportation Council. These three organizations, with assistance from the New York State Department of Transportation (Public Transportation Bureau and Region 8) and local designated recipients have developed a set of criteria to evaluate JARC and New Freedom project proposals. Project proposals will be evaluated through a cooperative process administered by the three MPOs.

The JARC and New Freedom programs are intended to fund innovative and flexible programs that identify and address the transportation needs of individuals with disabilities and individuals with limited incomes. Projects should address transportation gaps and/or barriers identified in a locally developed Coordinated Public Transit-Human Services Transportation Plan. Applicants should review the latest Coordinated Public Transit-Human Services Transportation Plan for their respective MPO at:

Dutchess County: [www.co.dutchess.ny.us/CountyGov/Departments/Planning/cpthstplanjuly2008.pdf](http://www.co.dutchess.ny.us/CountyGov/Departments/Planning/cpthstplanjuly2008.pdf)

Orange County: [www.orangecountygov.com/planning/octc](http://www.orangecountygov.com/planning/octc)

Ulster County: [www.co.ulster.ny.us/planning/uctc/projects/cpt/final\\_plan.pdf](http://www.co.ulster.ny.us/planning/uctc/projects/cpt/final_plan.pdf)

Applicants must ensure that their project is developed in accordance with the guidelines and parameters outlined in the Coordinated Plan for the county in which the project is proposed. Projects which span county boundaries will need to be consistent with the plan in each county.

Successful projects will be programmed for Federal funding by the respective MPO. However, the competition and programming of funds are only preliminary steps and are not a guarantee of grant funding. Successful applicants must then work with an FTA Designated Recipient in their area to seek formal approval from the Federal Transit

Administration for the actual grant. Further, applicants should note that **these FTA grant programs are reimbursement programs**. Applicants will be required to pay all project expenses first, and then apply for reimbursement of the Federal share through the FTA Designated Recipient that has sponsored the project. Any cost overruns will be borne by the applicant and will not be assumed by the FTA or the local FTA Designated Recipient. Service providers will be required to meet the FTA contracting requirements specific to the JARC and New Freedom programs.

## **Program Descriptions**

### **Section 5316 - Job Access and Reverse Commute Program (JARC)**

JARC is a competitive formula-based program to develop services to transport welfare recipients and low income individuals to and from jobs (Job Access), and to develop services to transport residents to suburban employment opportunities (Reverse Commute). Emphasis is placed on projects that use public transportation.

Program funds may finance capital projects and operating costs of equipment, facilities, and associated maintenance related to providing access to jobs; promoting use of transit by workers with nontraditional work schedules; promoting use by appropriate agencies of transit vouchers for welfare recipients and eligible low income individuals; and promoting use of employer-provided transportation including the transit pass benefit program. Ten percent of program funds may be used for planning, administration, and technical assistance. The FTA May 1, 2007 JARC Program Circular (FTA C9050.1), which describes the program in detail, is available on the FTA website:

[http://www.fta.dot.gov/funding/grants/grants\\_financing\\_3550.html](http://www.fta.dot.gov/funding/grants/grants_financing_3550.html). More information about JARC-eligible activities is provided on page 5 of this application.

### **Section 5317 - New Freedom Program**

New Freedom is a new grant program to encourage services and facility improvements that go beyond the requirements of the Americans with Disabilities Act of 1990 to address the transportation needs of persons with disabilities. Funds can be used for capital and operating costs of programs that provide new public services and alternatives that assist individuals with disabilities beyond the requirements of ADA. The funds are allocated through a formula based upon the population of persons with disabilities.

Examples of projects and activities that might be funded under the New Freedom program include: purchasing vehicles and supporting accessible taxi, ride-sharing, and vanpooling programs; providing paratransit services beyond minimum requirements (3/4 mile to either side of a fixed route), including routes that run seasonally; making accessibility improvements to transit and intermodal stations not designated as key stations; supporting voucher programs for transportation offered by human service providers; supporting volunteer driver and aide programs; and supporting mobility management and coordination programs among public transportation providers and other human service agencies that provide transportation. The FTA May 1, 2007 New

Freedom Program Circular (FTA C9045.1), which describes the program in detail, is available on the FTA website:

[http://www.fta.dot.gov/funding/grants/grants\\_financing\\_3549.html](http://www.fta.dot.gov/funding/grants/grants_financing_3549.html). More information about New Freedom-eligible activities is provided on page 8 of this application.

### **Available Funding**

Total available funding for the TMA is \$157,867 for the JARC program and \$189,646 for the New Freedom program. These totals are composed of the FFY 2007 and 2008 allocations.

### **Matching Requirements**

Both the JARC and New Freedom programs require a minimum twenty percent (20%) match of costs for capital projects and at least a 50 percent (50%) match for net operating costs of the project. Non-U.S. Department of Transportation federal funds and local and private funds can be used for a funding match. Sources for matching funds have been expanded and are flexible to encourage coordination with other programs such as those funded by the U.S. Department of Health and Human Services. See the FTA Circulars for detailed information.

### **Eligible Applicants**

Applicants may include:

- State or local government authorities
- Public and private transportation operators
- Non-profit organizations

Applicants must be able to meet applicable FTA sub-grantee requirements.

### **Geographic Eligibility**

JARC and New Freedom funds apportioned to the TMA must be used to serve residents living within the Dutchess, Orange, or Ulster Counties.

### **Administrative Requirements**

All JARC and New Freedom funding is distributed to “Designated Recipients.” In the Mid-Hudson TMA there are six Designated Recipients: the County of Dutchess, City of Poughkeepsie, and Metropolitan Transportation Authority in Dutchess County; Orange County; the City of Kingston, and Ulster County. Applicants other than a Designated Recipient must consult with an FTA Designated Recipient prior to application in order to determine whether the designated recipient is willing to sponsor the project and the required formal application to the Federal Transit Administration. Those applicants must enter into a written agreement with a designated recipient, which includes a statement of the terms and conditions of assistance by which the project will be undertaken and

completed, the funds that will be used, and an agreement to follow all federal reporting and administrative guidelines. Working with the Designated Recipient, the applicant must make provision in their project budget for costs incurred by the Designated Recipient for grant administration (up to 10%).

The Designated Recipients and sub-recipients of JARC and/or New Freedom funds allocated to the Mid-Hudson TMA must follow the provisions under USDOT's "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."

### **JARC Eligible Activities**

Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of services designed to transport low-income individuals to and from jobs and activities related to their employment (such as job training and child care) and to support reverse commute projects.

The conference report accompanying SAFETEA-LU stated an expectation that FTA would "continue its practice of providing maximum flexibility to job access projects that are designed to meet the needs of individuals who are not effectively served by public transportation, consistent with the use of funds described in the *Federal Register*, Volume 67 (April 8, 2002)" (H.R. Report 109-203, at Section 3018 (July 28, 2005)). 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 (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
- h. Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;

- i. Promotion, through marketing efforts, of the:
  - (1) use of transit by workers with non-traditional work schedules;
  - (2) use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
  - (3) development of employer-provided transportation such as shuttles, ridesharing, and carpooling; or
  - (4) use of transit pass programs and benefits under [Section 132 of the Internal Revenue Code of 1986](#);
- j. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;
- k. Acquiring Geographic Information System (GIS) tools;
- l. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- m. Integrating automated regional public transit and human service transportation information, scheduling, and dispatch functions;
- n. Deploying vehicle position-monitoring systems;
- o. Subsidizing the costs associated with adding reverse commute bus, train, carpool, or van routes or service from urbanized areas and non-urbanized areas to suburban work places;
- p. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
- q. Otherwise facilitating the provision of public transportation services to suburban employment locations;

- r. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. 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. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinating use of vehicles with other non-profits. However, the operating costs of the service would not be JARC-eligible.
  - (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;
  - (6) The development and operation of one-stop traveler call centers to coordinate information on all travel modes and to manage program eligibility requirements and arrangements for customers; and
  - (7) Planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems such as 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.

### **New Freedom Eligible Activities**

New Freedom funds are available for capital and operating expenses that support new public transportation services and alternatives beyond those required by the Americans with Disabilities Act of 1990 (ADA). For 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 Plan (TIP) or the STIP. In other words, if not for the New Freedom program, these projects would not be considered for funding and the proposed service enhancements would not be available to individuals with disabilities. Please note the following:

- Recipients or sub recipients may not terminate ADA 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.
- 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 ADA and must (1) be targeted toward individuals with disabilities; and (2) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services.

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

- a. New Public Transportation Services beyond the ADA. The following activities are examples of eligible projects meeting the definition of new public transportation.
  - (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new:”
    - (a) Expansion of paratransit service beyond the three-fourths mile required by the ADA;
    - (b) Expansion of current hours of operation for ADA paratransit services beyond those provided on the fixed-route services;
    - (c) The incremental cost of providing same day service;

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

- (4) Travel training. New training programs for individual users to increase awareness, knowledge, and skills related to public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- b. New Public Transportation Alternatives beyond the ADA. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:
- (1) Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or vanpool programs provided that the vehicle has the capacity to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
  - (2) Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.
  - (3) Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with administration, driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions; mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.” FTA encourages communities to utilize all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

- (4) Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
- (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinating use of vehicles with other non-profits. However, the operating costs of the service would not be JARC-eligible.
  - (b) Support for short term management activities to plan and implement coordinated services;
  - (c) The support of State and local coordination policy bodies and councils;
  - (d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
  - (e) The provision of coordination services, including employer-oriented Transportation 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;
  - (f) The development and operation of one-stop traveler call centers to coordinate information on all travel modes and to manage program eligibility requirements and arrangements for customers; and
  - (g) Planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems such as 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.

## **Competitive Selection Process**

As required under SAFETEA-LU, projects applying for funding under the JARC and New Freedom programs must be selected competitively. Projects must also be derived from a locally-developed Coordinated Public Transit-Human Service Transportation Plan. Eligible applicants may be interviewed by the Project Selection Committee before the final selection.

Applications will be evaluated by the TMA Selection Committee based on the following five criteria established by the Mid-Hudson Valley TMA:

- Project Needs, Goals and Objectives
- Implementation Plan
- Financial Feasibility
- Coordination/Program Outreach
- Effectiveness/Performance Measures

Applicants may apply for both JARC and New Freedom funds. In this case, the proposed project must meet the criteria for both programs.

The TMA Selection Committee members will be selected by the three Transportation Councils. The Committee may include but are not limited to staff from the following:

- Orange County Transportation Council (OCTC)
- Poughkeepsie-Dutchess County Transportation Council (PDCTC)
- Ulster County Transportation Council (UCTC)
- NYSDOT-Region 8
- State and/or County Departments of Social Services
- State and/or County Offices for the Aging
- State Department of Labor
- State and/or County Economic Development Corporations

Members of the Committee must not have submitted a proposal or be an employee of an agency that has submitted a proposal.

Staff from the three Transportation Councils will initially screen applications for completeness and eligibility. Applications will then be reviewed and scored by the Selection Committee according to the established selection criteria. The Selection Committee will then prioritize a list of projects for funding and submit the list to the voting bodies of the three councils.

## **Application and Project Selection schedule**

|                         |  |
|-------------------------|--|
| February 27, 2009       | Application deadline   |
| March – April 2009      | Selection Committee scores and prioritizes projects  |
| May 2009                | OCTC, PDCTC and UCTC Policy Committee action; selected applicants notified   |
| June - July 2009        | Successful applicants work with respective Designated Recipients to seek formal FTA approval; Contract approvals with respective Designated Recipients |
| August - September 2009 | Distribution of funds to selected applicants   |
| January 2010            | Formal FTA approval, contracting, and program implementation.  |

## **Application Submission Requirements**

Applications must be received by 4 P.M. on Friday, February 27, 2009. Late applications will not be accepted. Electronic or printed (mailed or hand delivered) proposals are acceptable. All proposals must be type-written or word-processed and should be submitted to:

Ms. Jean Gunsch  
Senior Transportation Analyst  
New York State Department of Transportation - Region 8  
4 Burnett Boulevard  
Poughkeepsie, NY 12603  
Phone: (845) 431-5725  
Email: [JGUNSCH@dot.state.ny.us](mailto:JGUNSCH@dot.state.ny.us)

The information in this application is considered a public record and applicants should not include confidential information. The applicant is responsible for adhering to all relevant FTA requirements if funding is awarded.

A complete application should include:

- Ten (10) copies of the completed Application for Funding, which includes
  - Title Page
  - Certification
  - Project Narrative
  - Proposed Project Budget
- Signed FTA Master Agreement Certification Form
  - Form can be found at <http://www.fta.dot.gov/documents/14-Master.pdf>
- Signed FTA Certifications and Assurances Form
  - Forms can be found at [http://www.fta.dot.gov/documents/2009-Certs-Appendix\\_A.pdf](http://www.fta.dot.gov/documents/2009-Certs-Appendix_A.pdf)

## **Application Completeness Criteria**

Applications must meet the following requirements in order to be considered for funding:

- The proposed project must be an eligible activity that addresses an identified need or gap with a strategy presented in the Coordinated Plan.
- The proposed project must result in services or activities that primarily serve the target population groups in Dutchess, Orange or Ulster County.
- There must be an identified and secured funding match for the proposed project.
- The FTA Master Agreement Certification Form must be signed.
- The FTA Certification and Assurances Form must be signed.

## **Scoring Criteria**

**Project Needs, Goals and Objectives (25 points):** The proposed project will be evaluated based on how well it directly addresses the transportation gaps and/or needs identified in the respective Coordinated Public Transit-Human Services Transportation Plan. This includes how well the application states the overall goals and objectives of the proposed project and demonstrates how the project addresses the objectives of the JARC or New Freedom program and the recommendations set forth in the Coordinated Plan. More consideration will be given to applications that address the prioritized strategies identified in the Coordinated Plan.

**Implementation Plan (25 points):** More consideration will be given to applications that provide a well-defined service operations plan, describe the proposed implementation steps, and identify a realistic timeline with milestones for carrying out the plan. More consideration will also be given based on the project's responsiveness to the target populations, the type of service proposed, the number of persons expected to be served, the number of trips (or other units of service) expected to be provided, and the potential impact of the project.

**Financial Feasibility (20 points):** The feasibility of a proposed project will be evaluated in terms of the proposed budget, available resources, and institutional or administrative support. Scoring will be based on how clearly the project budget is defined, anticipated project expenditures and revenues, documentation of matching funds, and demonstration of institutional and administrative support, including the ability to fund the project upfront. Consideration will be given to the project's long-term sustainability, identified potential funding sources for sustaining the service beyond the grant period, and whether the funding leverages other funding sources.

**Coordination/Program Outreach (20 points):** The proposed project will be evaluated based on its coordination with other community transportation and/or social service agencies. Consideration will be given to projects that clearly identify stakeholders and the level of stakeholders' involvement throughout the project. Projects coordinated with other agencies will score higher than those that are not collaborative efforts.

**Effectiveness/Performance Measures (10 Points):** The proposed project will be evaluated based on the applicant's ability to demonstrate that the proposed project is the most appropriate service to meet the identified needs. More consideration will be given to applications that clearly identify outcome-based performance measures to track the service in meeting the identified needs.

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**PART I – TITLE PAGE**

**Applicant Data**

Contact Person: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Public Transportation Provider   
Private Transportation Provider

Government Agency   
Non-Profit Organization   
*(Please provide IRS Status Documentation)*

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Designated Recipient**

Contact Person: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

**Project Description**

TITLE: \_\_\_\_\_

BRIEF DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Funding Program:** JARC  New Freedom  Combined JARC/New Freedom

**Project Type:** Capital  Operating Only   
Capital and Operating  Mobility Management

**PART II – CERTIFICATION**

Certification by Chief Executive Officer of Applicant

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

To the best of my knowledge and belief, all data in this application is true and correct. I certify that I have read and understood the following FTA circulars, and should I receive funding from the Job Access/Reverse Commute program (5316) or the New Freedom program (5317), I will abide by these regulations or any updates to these regulations.

C 4220.1F - Third Party Contracting Requirements:  
[http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_4063.html](http://www.fta.dot.gov/laws/circulars/leg_reg_4063.html)

I hereby certify that I have read and understood the requirements of C 4220.1F - Third Party Contracting Requirements

Yes, I understand.                       No, I do not understand.

C 9045.1 New Freedom Program Guidance and Application Instructions  
[http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6624.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6624.html)

I hereby certify that I have read and understood the requirements of C 9045.1 - New Freedom Program Guidance and Application Instructions

Yes, I understand.                       No, I do not understand.

C 9050.1 - The Job Access and Reverse Commute (JARC) Program Guidance and Application Instructions  
[http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6623.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6623.html)

I hereby certify that I have read and understood the requirements of C 9050.1 - The Job Access and Reverse Commute (JARC) Program Guidance and Application Instructions

Yes, I understand.                       No, I do not understand.

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

### **PART III – PROJECT NARRATIVE**

Please provide a brief narrative describing the project. The narrative must not exceed 10 pages. Each of the following must be addressed:

#### **Project Needs, Goals and Objectives**

- Describe how the project fits with the Action Plan and/or Needs/Gaps Assessment of the locally developed Coordinated Public Transit-Human Service Transportation Plan (“Coordinated Plan”). Please provide a page number reference to the plan as well as the title and date of the plan.
- Describe the project’s goals and objectives and how they relate to the JARC and/or New Freedom program goals.
- Describe the strategies from the Coordinated Plan that are addressed.

#### **Implementation Plan**

- Provide a detailed operations plan.
- Describe steps required to complete the project. Include a timeline for project implementation.
- Describe the specific community this project will serve, and provide pertinent demographic data and/or maps.
- Estimate the number of people that will be served and/or the number of service units that will be provided.
- Describe key personnel assigned to this project and their qualifications.
- Describe your agency’s ability to manage the project.

#### **Financial Feasibility**

- Provide a clearly defined project budget, indicating anticipated project expenditures and revenues.
- Include documentation of matching funds’ availability and eligibility for use as a match.
- Describe the rationale for using JARC/New Freedom funding.
- Provide a statement of the applicant’s ability to bear the costs upfront since this a reimbursement program.
- Clearly state the applicant’s understanding of the financial reporting requirements as a designated recipient or sub-recipient set forth in FTA Circular C9045.1.
- State the applicant’s willingness and ability to submit appropriate background Certifications and Assurances and other documentation necessary to meet the requirements of the FTA’s Urbanized Area Formula Grant Program (which includes JARC and New Freedom).
- Provide a statement of the project’s long-term sustainability and potential funding sources beyond the grant period.
- Provide any documentation of other funding sources leveraged by the requested funding.

### **Coordination and Program Outreach**

- Describe how the project will be coordinated with public and/or private transportation and social service agencies serving the target population.
- Identify stakeholders and describe how they will be involved and informed throughout the project. Letters of support should be obtained from key stakeholders and attached to the grant application.
- Describe efforts to market the project and ways to promote public awareness of the program.

### **Program Effectiveness and Performance Indicators**

- Clearly describe how the proposed project is the most appropriate match of service to the action plan set forth in the Coordinated Plan.
- Describe the cost-effectiveness of the project.
- Identify clear outcome-based performance measures to track the effectiveness of the service in meeting the identified goals.
- Describe the process and schedule for tracking the project's effectiveness.

**PART IV – PROPOSED PROJECT BUDGET**

Local, state or non USDOT<sup>2</sup> matching funds will be required for all projects.<sup>3</sup> For capital projects, the minimum required match is 20%. For projects requiring operating funds, the minimum required match is 50%..

**Capital Expenses (20% Match Required)**

| <u>Requested Fund(s)</u>  | <u>Amount</u> | <u>Percentage</u> |
|---------------------------|---------------|-------------------|
| JARC                      | _____         | _____ %           |
| New Freedom               | _____         | _____ %           |
| <br><u>Matching Funds</u> |               |                   |
| _____                     | _____         | _____ %           |
| _____                     | _____         | _____ %           |
| <b>SUBTOTAL</b>           | _____         | _____ %           |

**Operating Expenses (50% Match Required)**

| <u>Requested Fund(s)</u>  | <u>Amount</u> | <u>Percentage</u> |
|---------------------------|---------------|-------------------|
| JARC                      | _____         | _____ %           |
| New Freedom               | _____         | _____ %           |
| <br><u>Matching Funds</u> |               |                   |
| _____                     | _____         | _____ %           |
| _____                     | _____         | _____ %           |
| <b>SUBTOTAL</b>           | _____         | _____ %           |
| <b>TOTAL</b>              | _____         | _____ %           |

Will there be a commitment of funds beyond the grant period? \_\_\_ Yes \_\_\_ No  
*If yes, please describe and attach documentation.*

<sup>2</sup> Federal Lands Highway Program (FLHP) funds may be used as a match, if the proposed program serves the same population as the FLHP funding serves.

<sup>3</sup> 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 describing where funds will be drawn from.