

FEDERAL TRANSIT ADMINISTRATION (FTA)
JOB ACCESS & REVERSE COMMUTE PROGRAM
AND NEW FREEDOM PROGRAM
GRANT APPLICATION

***Competitive Grant Application for the Sarasota-
Bradenton Urbanized Area***



Sarasota County Transportation Authority (SCTA)
***(In partnership with Manatee County Area Transit (MCAT) and
Sarasota-Manatee Metropolitan Planning Organization)***

Overview

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) reauthorized Federal transportation funding programs through Federal fiscal year (FY) 2009. SAFETEA-LU addresses the many challenges facing our transportation system today and lays the groundwork for addressing future challenges. SAFETEA-LU promotes more efficient and effective Federal surface transportation programs by focusing on transportation issues of national significance, while giving local transportation decision makers more flexibility for solving transportation problems in their communities.

This funding application addresses two Federal Transit Administration (FTA) programs funded by SAFETEA-LU: Job Access and Reverse Commute (JARC, Section 5316) and New Freedom (NF, Section 5317).

This application covers two years of funding (FY 2007 and 2008) for JARC and three years of funding (FY 2006, 2007, and 2008) for NF. Future year applications will cover one year of funding each. Applicants should indicate on the project budget page which year(s) they are applying for funds. The following funds are available.

<u>Federal Fiscal Year</u>	<u>JARC</u>	<u>NF</u>
2006 (appropriated)	\$224,190*	\$185,761
2007 (appropriated)	\$236,321	\$201,463
2008 (appropriated)	\$256,014	\$217,629

* Due to a compressed FTA application schedule, JARC FY 2006 funds are not available through this proposal process. All requests for JARC FY 2006 funds included in this grant proposal process will be considered void.

This application is available from Sarasota County Area Transit's (SCAT's) website (www.scgov.net/SCAT/).

Additional Job Access and Reverse Commute and New Freedom Grant information can be found at http://www.fta.dot.gov/funding/grants_financing_263.html.

For additional information on the Sarasota and Manatee JARC and NF grant process, please see the Program Management Plan (PMP). The PMP can be downloaded from SCAT's website (www.scgov.net/SCAT/).

Program Descriptions and Specific Eligibility Requirements

Job Access & Reverse Commute (JARC) Program - Section 5316 of SAFETEA-LU

Eligible agencies:

JARC is a formula grant program based on the Sarasota-Bradenton urbanized area. Applicants may include state or local government authorities, private non-profit organizations, and operators of public transportation services including private operators.

Program description:

JARC is a formula program of funding with two goals: to transport welfare recipients and low-income persons to and from jobs and employment activities (Job Access) and to transport residents of urban centers and rural areas to suburban employment opportunities (Reverse Commute). Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed meet its two goals. Costs to promote transit for workers with nontraditional work schedules, the use of transit vouchers, and the use of employer-provided transportation are also covered. Reverse Commute grants can be used for operating, capital, and other costs associated with providing reverse commute service by bus, train, carpool, vans, or other transportation services.

Eligible activities:

Eligible activities for JARC funding include late-night and weekend service; guaranteed ride home service; shuttle service; expanded fixed-route public transit routes; demand-responsive service; ridesharing and carpooling activities; transit-related aspects of bicycling; local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides; marketing promotions for JARC activities; supporting the administration and expenses related to voucher programs; using Geographic Information System (GIS) tools and/or implementing Intelligent Transportation Systems (ITS); integrating automated regional public transit and human service transportation information, scheduling and dispatch functions; deploying vehicle position-monitoring systems; and establishing regional mobility managers or transportation brokerage activities.

The Sarasota-Manatee Locally Coordinated Human Services Transportation Plan (LCHSTP) identifies service gaps and needs of the targeted populations and prioritizes projects to meet those needs. Projects selected for JARC grants must be derived from the LCHSTP and address identified service gaps/needs. Projects should be derived from the list of prioritized projects (public or technical prioritization) in the LCHSTP.

Further information on eligible activities can be found at http://www.fta.dot.gov/documents/TAD_JARC_8_29_06_Final_tb.doc. Applicants are encouraged to read this material in order to better understand the program.

New Freedom (NF) Program - Section 5317 of SAFETEA-LU

Eligible agencies:

NF is a formula grant program for the Sarasota-Bradenton urbanized area. Applicants may include state or local government authorities, private non-profit organizations, and operators of public transportation services including private operators.

Program description:

NF is a new formula grant program intended to fund new public or alternative transportation services and facility improvements to address the needs of persons with disabilities that go beyond those required by the ADA. Funds will cover capital and operating costs to these programs to provide that new service.

Eligible activities:

Eligible activities for NF funding include enhancing public transportation beyond the minimum requirements of the ADA; providing “feeder” services; making accessibility improvements to transit and intermodal stations; providing travel training; purchasing vehicles to support new accessible taxi, ridesharing, and/or vanpooling programs; covering the administration and expenses of new voucher programs for transportation services offered by human service agencies; supporting new volunteer driver and aide programs; and supporting new mobility management and coordination programs among public and/or human service transportation providers.

The LCHSTP identifies service gaps and needs of the targeted populations and prioritizes projects to meet those needs. Projects selected for NF grants must be derived from the LCHSTP and address identified service gaps/needs. Projects should be derived from the list of prioritized projects (public or technical prioritization) in the LCHSTP.

Further information on eligible activities can be found at http://www.fta.dot.gov/documents/TAD_New_Freedom_8_30_06_Final_tb.doc. Applicants are encouraged to read this material in order to better understand the program.

General Eligibility Requirements

Both JARC and NF grants have the same general eligibility requirements which are detailed below.

Cost Sharing/Match Requirement:

Funds can be used to support up to 80 percent (80/20 match) of net activity cost for capital and planning projects, and not more than 50 percent (50/50 match) of net operating costs. All of the local share must be provided from sources other than Federal Department of Transportation (DOT) funds. Some examples of sources of local match include local appropriations; other non-DOT Federal funds from Federal programs that are eligible to be expended for transportation; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions. Non-cash share items such as donations, volunteer services, or in-kind contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, and represents a cost which would otherwise be eligible under the program.

Non-DOT Federal funds and local and private funds can be used as a match. Matching share requirements are flexible to encourage coordination with other Federal programs that may provide transportation, such as Health and Human Services or Medicaid. Federal programs that are eligible to expend funds for transportation 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 the scope of the project cannot be applied as a credit for local match in the FTA grant.

Locally Coordinated Public Transit-Human Services Transportation Plan (LCHSTP):

SAFETEA-LU requires that projects must be derived from a Locally Developed, Coordinated Public Transit-Human Services Transportation Plan. SCTA, in coordination with MCAT and the Sarasota-Manatee MPO, with substantial public input, has developed a LCHSTP for the Sarasota-Manatee area. The LCHSTP is available from the SCAT website (www.scgov.net/SCAT/). This plan identifies current unmet transportation needs of people living with disabilities, older adults, unemployed individuals, and lower-income persons and potential solutions to address the unmet needs.

Through public workshops and technical analysis, the existing unmet needs and potential project types were prioritized in terms of level of need and potential for implementation with JARC/NF funding. SAFETEA-LU requires that projects selected for funding under the JARC and NF programs be derived from the LCHSTP's

prioritization list (public prioritization or technical prioritization) and address service needs and gaps/barriers identified therein. Selection criteria will be used to prioritize potential projects and develop a listing of projects for funding. For both the JARC and NF programs, the grants are for a one-year period. It will be necessary to reapply through a competitive process each year for funding.

Disadvantaged Business Enterprise Participation

The JARC and NF grant programs are subject to the requirements of Title 49, Code of Federal Regulations (CFR), Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. SCTA's overall 2008 requirement for DBE participation is **4.44 percent** and is applicable to these grant programs. This requirement reflects the availability of willing and able DBEs who are registered with the State of Florida that would be expected to participate in MPO and its subgrantees' contracts absent the effects of discrimination. Eligible DBE subgrantees are encouraged to participate in the JARC and NF grant programs.

Information on the Florida DBE Program, including an application and available DBE bidders list, may be found at <http://www.dot.state.fl.us/equalopportunityoffice/DBEProgram.htm>.

The following clause is required of all MPO contracts:

The Subgrantee shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The Subgrantee shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Subgrantee to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy, as the MPO deems appropriate.

Application Process and Deadlines

If your organization has a potential project that it would like considered for funding under one of these programs, please complete the following application and submit it to the address below no later than **5:00 P.M. Eastern Standard Time on Thursday, August 14, 2008**. Applications received after that date and time will not be considered.

SCTA will accept typed applications only. An original and five (5) copies are required. Applications are limited to 15 pages. Applications should be submitted to the following individual.

Ms. Sarah Blanchard
Sarasota County Area Transit
5303 Pinkney Ave.
Sarasota, FL 34233-2421
(941) 861-1020

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 assistance is awarded.

Projects will be selected using a competitive selection process. Applications will be reviewed by an independent review committee with representatives from Sarasota and Manatee Counties. The committee will review and score each application based on established criteria (provided on the following pages). The committee will then develop a ranking of projects based on these scores.

Consideration will also be given to selecting JARC and NF projects that achieve a fair distribution of transportation services within the two-county area. The review committee will recommend JARC and NF projects to be included in an annual Program of Projects (POP). Then, the Sarasota County Transportation Authority will approve the POP for submission to FTA.

Project Application Procedures

This JARC and NF grant application is for funds to be used within Sarasota and Manatee Counties. The initial project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, the applicant will be required to submit appropriate background certifications and assurances as applicable and other documentation necessary to meet the requirements of the FTA's Urbanized Area Formula Grant Program (Section 5307 program under Title 1, U.S.C.).

Scoring Criteria

Project Description, Goals, and Objectives

The applicant should describe the project, define the geographic area covered, and explain how the project directly addresses unmet transportation needs or gaps in service identified in the LCHSTP. Indicate number of persons expected to be served from targeted populations (consistent with objectives of JARC and NF programs), and the number of trips (or other units of service) expected to be provided. The project should also be consistent with the objectives of the JARC and NF grant programs.

Implementation and Operations Plan

Projects seeking funds to support program operations must provide a well-defined operations plan and describe implementation steps, milestones, and the timeline for carrying out the project. Demonstrate institutional capability to carry out the service delivery aspect of the project.

Project Budget

Projects submitted must include a clearly defined budget, including anticipated project expenditures and revenues, documentation of matching funds, and documentation of other resources expected to be leveraged (including resources from other Federal and state programs).

Program Effectiveness and Performance

Projects should be described in terms of appropriateness of service delivery related to the need the project proposes to address. Projects should demonstrate cost-effectiveness in terms of the approach. Project applications should identify clear, measurable performance measures to track effectiveness and present a plan for ongoing monitoring and evaluation of the service and the magnitude of its impacts on populations targeted by the JARC and NF Programs. This plan should include, at a minimum, quarterly reporting of performance measures to SCTA.

Coordination and Program Outreach

Proposed projects should indicate ability to coordinate with other community transportation and human services programs and describe a plan for communicating information about the project to potential users, social service providers, other transportation programs, etc.

DBE Participation

Project applications should indicate whether DBEs will be used in carrying out the project. If so, the applications shall describe to what extent and how project funds will be expended through DBEs.

Project Scoring Criteria

Project Scoring Criteria	
Project Description, Goals, & Objectives	25
Priority level of need in Locally Coordinated Human Services Transportation Plan (High = 8-10, Medium = 4-7, Low = 1-3)	10
Level of regional access <ul style="list-style-type: none"> • Serves both Sarasota and Manatee counties = 5 points • Serves only one of the counties = 3 points) 	5
Number of persons within each targeted group expected to be served and number of trips or units of service to be delivered <ul style="list-style-type: none"> • Less than 50 = 2 points • 50 to 100 = 3 points • 100 to 200 = 4 points • over 400 = 5 points 	5
Program's ability to partner and share resources with other local agencies	5
Implementation and Operations Plan	20
Well-defined operations plan	5
Demonstrated operational/technical capability	5
Reasonableness of project timeline <ul style="list-style-type: none"> • Implementation within 6 months to one year =5 points • Implementation over one year times = 0 	5
Plan for continuing project over the next five years	5

Project Scoring Criteria Continued

Project Budget	25
Project Cost Effectiveness (cost related to number of people served/trips provided)	10
<ul style="list-style-type: none"> • Benefits 10% - 24% of population = 2 point • Benefits 25% - 49% of population = 5 points • Benefits 50% - 100% of population = 10 points 	
Evidence of financial capability	5
Leveraging of resources from other Federal and local programs	5
Documentation of matching funds	5
Program Effectiveness and Performance	10
Appropriate match of service delivery to need	5
<ul style="list-style-type: none"> • High = 5, Medium= 3, Low = 1 	
Plan for measuring effectiveness and performance, including steps to take if original goals not achieved	5
Coordination and Program Outreach	20
Coordination contract with the appropriate CTC(s), as required	5
Outreach and project education plan	10
Review Committee Discretionary Points	5
<ul style="list-style-type: none"> • To be given to project that review committee deems to be good solid project for the community. 	
Total Points Available	100

PART 1 – TRANSMITTAL

FTA 5316 Job Access/Reverse Commute (JARC) and 5317 New Freedom (NF) Project Application

A. Applicant Information:
Legal Name:
Address:
City/State/Zip:
Contact Person:
Email:
Phone:
Alternate Contact (Optional):
Phone:
Employer Identification Number (EIN):
Organizational DUNS (public agencies only):
<input type="checkbox"/> Current Section 5310 Recipient
B. Program (check one):
<input type="checkbox"/> Job Access & Reverse Commute Project – Section 5316 <input type="checkbox"/> New Freedom Project – Section 5317 <input type="checkbox"/> Both a JARC and New Freedom Project
C. Project Type (check one):
<input type="checkbox"/> Capital Only (80% of project cost) <input type="checkbox"/> Operating Only (50% of project cost) <input type="checkbox"/> Capital & Operating
D. Project Information:
Project Description:
Service Area:
Estimated Number of People to be Served: Low-income: _____ Elderly: _____ Disabled: _____
Estimated Number of Trips or Units of Service to be Delivered:
<input type="checkbox"/> Addresses a Service Need or Gap Identified in the Locally Coordinated Human Services Transportation Plan (LCHSTP)
Total Cost of Project: \$
Amount of JARC Funding Requested: \$
Amount of New Freedom Funding Requested: \$
Total Match Funds Available (Non-DOT Federal, local, or private): \$
E. To the best of my knowledge and belief, all information in this application is true and accurate. The document has been duly authorized by the governing body of the applicant and the applicant will comply with any certifications and assurances if the assistance is awarded.
Signature of Authorized Representative:
Printed Name of Authorized Representative:
Date:

PART II - NARRATIVE

Organizational Description

1. Describe the applicant's organization type (i.e., private firm, non-profit agency, government agency, etc.)
2. Describe the organization's activities or provide a copy of its mission statement.
3. Describe any current transportation services provided by the applicant.

Project Description, Goals and Objectives

1. Provide an overview of the project, including the project's goals and objectives.
2. Describe the unmet transportation need identified in the LCHSTP that the proposed project seeks to address and provide any other relevant documentation of the need. Describe how the project will mitigate the transportation need.
3. Estimate the number of people from the targeted group(s) that will be served and/or service units served that will be provided.
4. Describe the service area for this project and provide pertinent demographic data and/or maps.

Implementation and Operations Plan

1. Describe key personnel assigned to the project, and your agency's ability to manage the project.
2. For projects requesting operational funding, provide an operational plan for delivering service. Include route or service area map, if applicable. For projects requesting capital funding, provide an implementation plan for completing a capital project, including key milestones and estimated completion date. For projects requesting planning funding, provide a detailed description of the outcome/product of the planning process.
3. Explain how the project relates to other services or programs provided by your agency or firm and demonstrate how it can be achieved within your technical capacity.
4. Provide a timeline for project implementation.
5. Applicants must reapply annually for project funding. Describe how you intend to continue the project should JARC and/or NF funding no longer be available for this project in future years.

Project Budget

1. Provide a complete budget indicating project revenues and expenditures in the format provided in Part III. Estimate the proposed cost per trip (or other unit of service) and describe efforts to ensure cost-effectiveness.
2. Provide evidence of financial capability.
3. Describe how the project relates to any Federal or local programs that you operate. Explain how resources obtained through other Federal or local programs can be leveraged for the project.

Program Effectiveness and Performance Measures

1. Project application should demonstrate that the proposed project is the most appropriate match of service delivery to the need. Identify performance measures to track the effectiveness of the service in meeting the identified goals. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.
2. Describe a plan for monitoring and evaluating the service and steps to be taken if original goals are not achieved.

Coordination and Program Outreach Plan

1. Describe how the project will be coordinated with public and/or private transportation and social service agencies serving low-income populations and individuals with disabilities.
2. Describe how you will market the project and promote public awareness of the program. Letters of support from key stakeholders may be attached to the grant application.

DBE Participation

1. If the applicant is registered as a disadvantaged business enterprise (DBE), the applicant should provide documentation of current DBE status.
2. If the applicant is not a registered DBE, but intends to expend some of the funds received through a registered DBE, the applicant should list the percentage of funds to be expended through a DBE and describe how those funds are to be expended.

PART III - BUDGET WORKSHEET

Applicant Name: _____

Federal Fiscal Year of Application: _____

Operating Expenses (50% Local Match Required)

Funding Source	FY 2006	FY 2007	FY 2008
Requested JARC Funds		_____	_____
Requested NF Funds	_____	_____	_____
Total Federal Funds Requested	_____	_____	_____
50% Match for JARC Funds Requested (list source and amount)			
_____		_____	_____
_____		_____	_____
_____		_____	_____
Total Match for JARC Funds		_____	_____
50% Match for NF Funds Requested (list source and amount)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Match for NF Funds	_____	_____	_____
Total Operating Expenses (Requested funds plus match)	_____	_____	_____

Budget Worksheet Page 2

Applicant Name: _____

Capital and Planning Expenses (20% Local Match Required)

Funding Source	FY 2006	FY 2007	FY 2008
Requested JARC Funds		_____	_____
Requested NF Funds	_____	_____	_____
Total Federal Funds Requested	_____	_____	_____
20% Match for JARC Funds Requested (list source and amount)		_____	_____
_____		_____	_____
_____		_____	_____
Total Match for JARC Funds		_____	_____
20% Match for NF Funds Requested (list source and amount)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Match for NF Funds	_____	_____	_____
Total Capital and Planning Expenses (Requested funds plus match)	_____	_____	_____

Grand Total Federal Funds Requested	_____	_____	_____
Grand Total Project Cost	_____	_____	_____