

# Job Access Reverse Commute Program & New Freedom Program 2009 FUNDING APPLICATION

## Important Dates

1. **Pre-Application Workshop:** 9:00 a.m. CST, Wednesday, February 11, 2009, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, Mo.
2. **Application Due Date:** noon CST on March 25, 2009

## Contact Information

Direct all questions and inquiries to Stewart Nelson, [snelson@marc.org](mailto:snelson@marc.org), or Ron Achelpohl, [rona@marc.org](mailto:rona@marc.org), at (816) 474-4240.

## Application Submission Instructions

1. Please combine this application and all supporting documentation into **one electronic file** for submission to the Mid-America Regional Council (MARC). If you need assistance attaching documents onto this form, contact MARC.
2. Submit your application file via e-mail to [snelson@marc.org](mailto:snelson@marc.org) by noon CST on March 25, 2009.
3. Refer to the Competitive Selection Booklet for more details about how to provide information requested in the application.  
[www.marc.org/transportation/pdf/2009jarcnewfreedom\\_booklet.pdf](http://www.marc.org/transportation/pdf/2009jarcnewfreedom_booklet.pdf)
4. Applicants **must submit a separate, fully completed application** for each funding program.
5. Each applicant must provide three years of budget information for each project. This requirement is detailed under the Sustainability and Project Financing section.
6. Please make sure that all supporting documentation is electronically attached to the application document before submitting it.
7. All supporting documents that are electronically attached to the application must be labeled with the appropriate application section.

Each text box in Section 3 of this application is limited to **500 words**. Microsoft Word counts all words, even if the word is a single letter, such as “a” or “I”; however, it does not count spaces between words. The software program can automatically count words in a document. For help using the Word Count feature, search for “Word Count” in Microsoft Word Help.



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**2. Sustainability and Project Financing**

Provide budget information for your project that identifies the amount and source of LOCAL MATCH in the tables below. Also indicate which local match sources are capable of sustaining the project once FFY 2008 and FFY 2009 JARC or New Freedom funds are completely expended.

**2.1 Start Date or Date of Planned Implementation:** December 1, 2009

<b>2.2</b>	<b>Total Cost (\$)</b>	<b>Program Funds (\$)</b>	<b>Local Match (\$)</b>	<b>Source</b>
	Enter the total project cost per year in this column.	Enter the amount of federal funding requested per year in this column.	Enter the amount of local match you are providing per year in this column. (The Program Funds and the Local Match must at least equal the Total Project Cost.)	Enter the source(s) of the local match your agency is providing in this column. Address the sustainability of those funds.
<b>Year 1</b>	\$52,000.00	\$26,000.00	\$26,000.00	CASCO - receives funding from Cass County Board of Services SB40
<b>Year 2</b>	\$52,000.00	\$26,000.00	\$26,000.00	CASCO - receives funding from Cass County Board of Services SB40
<b>Year 3</b>	\$54,000.00	\$27,000.00	\$27,000.00	CASCO - receives funding from Cass County Board of Services SB40

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Please describe the activities or steps involved in implementing your project and the associated milestones from project start to end.

### 2.3 Project Details

### Action Steps

### Expected Outcome

<p>Enter information on the activities you expect to offer with these federal funds each year.</p>	<p>Enter the action steps you will take to support the project activities listed in the Project Details column.</p>	<p>Enter the expected outcomes from each action step listed and address sustainability.</p>
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#### Year 1

<p>OATS will continue to provide safe and reliable transportation to and from the CASCO Area Workshop in Harrisonville. OATS have used JARC funds in the past to help subsidize this route and other CASCO routes. Therefore, this would be a continuation of an existing service.</p>	<p>To secure funding to subsidize this workshop route.</p>	<p>Continued employment transportation of individuals and allow for transportation services as space becomes available. OATS will maximize the effectiveness and efficiencies of this service by ensuring the funding for this project and the overall services are utilized to the greatest extent.</p>
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#### Year 2

<p>OATS will continue to provide safe and reliable transportation to and from the CASCO Area Workshop in Harrisonville. OATS have used JARC funds in the past to help subsidize this route and other CASCO routes. Therefore, this would be a continuation of an existing service.</p>	<p>To secure funding to subsidize this workshop route.</p>	<p>Continued employment transportation of individuals and allow for transportation services as space becomes available. OATS will maximize the effectiveness and efficiencies of this service by ensuring the funding for this project and the overall services are utilized to the greatest extent.</p>
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#### Year 3

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2.4 Can this project be scaled to a more limited scope with less funding? (Select one)

Yes

No

2.5 If NO, please explain.

2.6 If YES, how might the scope of the project be limited?

OATS is able to scale this project to a more limited scope. However, this would result in transportation needs for individuals in the Belton area that are eligible for employment at CASCO Area Workshop not being fully met. The grant funding for this project is being utilized for transportation service to low-income and disabled individuals being transported to and from the CASCO Area Workshop. Without the full amount of grant funding, OATS will not be able to meet the demand for service in the Cass County Belton area. However, OATS will strive to serve as many low-income and disabled individuals as possible to maintain or obtain employment. OATS will continue to look for additional funding partners to assist in meeting the service demands for the future.

## 3. Project Criteria

### 3.1 Local Government Partnerships (if applicable)

Please refer to Section IV.C.1.c of the Competitive Selection Booklet for more information on this section. List up to three local government partnerships that are important for this project. Attach relevant copies of partnership agreements with your local government partner(s) in Section 4 of this document and label each attachment as "Local Government Partnerships Attachment 1," etc.

Local Government Partner: SB40 Org CASCO

Contact Person: Peggy Kutchback

Phone: 816-380-7359

Fax: 816-380-7363

Address: 1800 Vine Street

City/State/Zip: Harrisonville, MO 64701

E-mail: [peggy@casco-aw.org](mailto:peggy@casco-aw.org)

Local Government Partner:

Contact Person:

Phone:

Fax:

Address:

City/State/Zip:

E-mail:

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Local Government Partner:

Contact Person:

Phone:

Fax:

Address:

City/State/Zip:

E-mail:

## **3.2 Cooperative/Partnering Operations**

Please refer to section IV.C of the Competitive Selection Booklet for more information on this section.

3.2.1 Do you have an agreement with another agency(ies) in addition to your local government partnerships that enhances mobility services among and/or between communities?

Yes                       No

3.2.2 If yes, please list the name of the agency(ies) with whom you cooperate to enhance mobility services. Coordination can include such activities such as joint purchasing of vehicles, joint planning, sharing vehicles, dispatching, scheduling, training and maintenance, or coordinating client trips.

Agency Name: Logisticare Division of Medical Services - Medicaid Transportation Services

Agency Name: City of Blue Springs

Agency Name: City of Lee's Summit

Agency Name: City of Pleasant Hill

Agency Name: Medical Transportation Management - MTM

3.2.3 In the text box below, describe how the project demonstrates coordination or partnering with local jurisdictions, other agencies, and interested stakeholder organizations. Summarize the nature of your cooperative activities with the partners listed in Question 3.2.2 above, and attach copies of your cooperative agreements or memoranda of understanding to Section 4. Label any attachments as "Cooperative/Partnering Operations Attachment 1", etc. **(500 words or less)**

OATS goal is to work with all partners to provide the most economical, efficient, reliable transportation service viable and to coordinate those various services as much as physically possible. OATS staff will coordinate services with CASCO, area Case Managers and Cass County School District Transition Teams.

## **3.3 Community-Based Transportation**

Please refer to Sections III and IV of the Competitive Selection Booklet for more information on this section. Specifically cite and be prepared to discuss ways in which your project is derived from the Action Steps found in Transportation Outlook 2030, Chapter 5.9. In the text box below each question, provide the information requested in **500 words or less**.

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- 3.3.1 Describe how your project supports the concept of community-based transportation found in the Coordinated Public Transportation–Human Services Plan and fits within the Smart Moves service concept described in Transportation Outlook 2030.

OATS has actively participated in the Transportation Outlook 2030 plan as well as in the development of the Smart Moves Plan, and the Coordinated Public Transportation-Human Service Plan for MARC. OATS has other contracts in the area such as MARC Senior Centers/Meal Delivery, Medicaid and many Special Contracts which allows us to Coordinate Public Transportation. OATS is providing service to individuals within the Belton area that rely on transportation because of their disabilities and that have no other options for transportation available to them. (Please refer to page 5-1 of the Transportation Outlook 2030 Plan, Goals #1 & 2 and page 5-31, 5.9.2 #'s 4 & 5)

- 3.3.2 List the goals of your organization and the project for which you are seeking funding. How will your project address these goals and objectives?

OATS goal is to provide reliable transportation for transportation disadvantaged Missourians so they can live independently in their own communities.

- 3.3.3 Describe how this project will serve needs that are unserved or underserved in the geographic service area. Such needs may include evening, weekend, split shift, childcare issues, etc.

OATS will continue to serve the needs of Belton individuals who qualify for employment transportation to and from the CASCO Area Workshop through the JARC grant. These individuals currently only have the ability to use OATS as their transportation mode due to there not being any other means of transportation in the Belton area.

### **3.4 Service Description and Service Level**

Please refer to section IV of the Competitive Selection booklet for more information on this section. In the text box below each question, provide the information requested in **500 words or less**.

- 3.4.1 Geographic area to be served: List all counties, cities, and other locations to be served. If available, please attach a map to this document in Section 4, and label the document "Service Description and Service Level Attachment 1, etc."

This particular program is available to individuals that reside in the Belton, MO area going to and from the CASCO Area Workshop in Harrisonville, MO.

- 3.4.2 Describe the target population(s) to be served, how the consumer will be involved in the planning/design of the services, how the service will be marketed to this target population, and how this population will access the service.

The target population for this workshop route is hadicapped and low income individuals. OATS works with CASCO to plan and coordinate routes. Individuals access the service by contacting CASCO and/or OATS. OATS and CASCO attend transition fairs throughout Cass County to market the services that are available. OATS West Regional Director and CASCO Executive Director participate on the Community Transition Team in Cass County.

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- 3.4.3 Describe the operational characteristics of the proposed service, such as fares, operating hours, days of operation, type of service (fixed route, demand response, subscription, coupon).

This service is available Monday through Friday from 6:00 am to 6:00 pm. This subscription route has the same individuals riding everyday from Belton, MO to the CASCO Area Workshop in Harrisonville, MO.

- 3.4.4 Indicate whether the applicant will operate the service directly or via contract with another entity.

The service will be provided by OATS directly.

- 3.4.5 Indicate the number of average one-way passenger trips *per day, per month and annually* that the project hopes to provide. If possible, break down by trip type (medical, employment, daycare, etc.) or target population served. If this project is an expansion of service, indicate both the current and anticipated average one-way passenger trips per month.

OATS will provide approximately 44 one way trips per day, 924 one way trips per month and 11,088 one way trips per year. All trips will be to the CASCO Area Workshop in Harrisonville, MO for employment,

- 3.4.6 Indicate the cost per one-way passenger trip for each trip type. If needed, provide a brief explanation or justification of the costs.

The cost is approximately \$9.66 per one way trip. Cass County Board of Services currently pays \$4.68 per one way trip.

### **3.5 Administrative Capacity (Feasibility)**

Please refer to section IV.C of the Competitive Selection booklet for more information on this section. Does your organization have the manpower and the resources to carry out your proposed project? Describe how your organization will address federal requirements for record keeping, and in the text box below each question, provide the information requested in **500 words or less**.

- 3.5.1 ORGANIZATION: equipment, office capability and location, communications system and institutional capacity

OATS was organized in 1971 and currently provides door to door service in 87 counties in Missouri with a fleet designed to carry OATS passengers safely and comfortably to the places they need to go. OATS has been providing transportation services to the CASCO Area Workshop for approximately 25 years.

A 24 passenger vehicle has been designated for this route Monday through Friday from 6:00 am to 6:00 pm. The regional office is located in Harrisonville, MO along with a support office in Columbia, MO. The vehicle is funded 80% by FTA and the 20% match is obtained through various local means.

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3.5.2 ABILITY: reporting requirements, recordkeeping, documentation, bookkeeping, invoicing required by federal regulation

OATS follows all federal regulations due to various federal funds. An independent audit is performed annually that follows U.S. GAAP Standard OMB Circular A-133.

**4. Supplemental Information and Attachments**

Electronically attach properly labeled supplemental information as referenced above. This may include cooperative agreements, MOUs, service map(s), and any other documents necessary to fully describe your project. If you have technical problems or questions about attaching documents to this form, please contact MARC for assistance.

# oats<sup>®</sup> INC. Agreement for Services

This agreement is entered into by **Cass County Board of Services** located at **1800 Vine, Harrisonville, MO 64701 (816) 380-7359**, hereinafter known as the "Contracting Party" and OATS, Incorporated, 2501 Maguire Blvd, Ste 101, Columbia, MO 65201, a general not-for-profit corporation organized under the Laws of the State of Missouri, hereinafter known as "OATS".

**The Contracting Party and OATS hereby agree as follows:**

1. This Agreement becomes effective on **July 1, 2008** and terminates on **June 30, 2009**.
2. OATS will provide **7** vehicle(s), **7** driver(s) and support services to operate said vehicle(s) on/from **Monday-Friday** to transport the Contracting Party to and from **CASCO Area Workshop** for the purpose of **Employment or Habilitation**. Note: Scheduling of requested services is dependent upon vehicle and driver availability. OATS will strive to fill all requests made, but makes no guarantee of service availability unless service is of a routine and recurring nature and specific commitment has been made by OATS that service will be made available.
3. OATS will invoice the Contracting Party for services rendered by the tenth (10th) day of the following month, and the Contracting Party will pay OATS at a rate of **\$4.83 per unit** of which \$0.15 per unit (as defined above) is depreciation which OATS will deposit in a restricted account for use in cost of replacing vehicles. This rate is based on a gasoline price of \$3.509 per gallon. For every \$0.50 increase or decrease in the cost of gasoline, the per unit rate will be increased or decreased by \$0.15 which will be added to the bottom line of the invoice based on the units provided. The average cost for gasoline will be evaluated monthly based on the weekday pump price at the Casey's Station in Harrisonville. Documentation of gas prices will be submitted with the invoice if this should occur. Payment is due upon receipt of invoice; service cannot be delivered for delinquent accounts.
4. The estimated total amount of compensation for services to be provided under this Agreement is (state specific dollar amount and explanation): **Approximately \$85,000.00 based on FY 08.**
5. If service is to be provided by OATS on more than one day, the Contracting Party agrees to schedule OATS Service for any particular date at least twenty-four (24) hours in advance. Scheduling will be done through the appropriate Area Manager.
6. This Agreement may be terminated by either party by providing thirty (30) days written notice to the other party.
7. Special conditions which apply to this Agreement are as follows (*specify "none" if none apply*): **OATS observes the following Holidays during the year and therefore services will not be available: New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day & Christmas Day.**

**Contracting Party**

**OATS, Incorporated**

By: \_\_\_\_\_

By: \_\_\_\_\_

Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Regional Director Initials

Special Billing Number: **717**

Check one:     Rural  
                   Urban

G-702(R-5/08)

**Charter Checklist:**

- Does this service support OATS' program purposes?     No     Yes  
If **yes**, exempt from Charter Regulations and no further action. If **no**:
- Is contracting party a Qualified Human Service Org.?     No     Yes  
If yes, funding source #: \_\_\_\_\_ (from FTA List) – **Agreement in compliance\***.
  - If no funding, is QHSO registered on FTA's website at least 60 days prior to start date of service?     No     Yes – **Agreement in compliance\***.
  - If "no" to either of the above, private charter operators notified via e-mail same day of request for service?     No     Yes – attach documentation.
  - Is this service an Emergency declared by Pres., Gov. or Mayor or requiring service before a formal declaration is made?     No     Yes – Charter does not apply for 45 days
- \* Trips under this agreement must be reported.*