

2011
COMPETITIVE SELECTION
PROCESS BOOKLET
FFY 2010 Funding Apportionment
Estimated FFY 2011 Funding
Apportionment

49 U.S.C.
SECTION 5317: New Freedom Program
SECTION 5316: Jobs Access Reverse Commute Program
(JARC)

Application Release Date:
Wednesday, February 23, 2011

Application Due Date:
Wednesday, April 20, 2011
12 noon CST

For information contact:

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PART ONE

I. Program Summary and Public Notice of Estimated Funding Availability – February 23, 2011

The Mid-America Regional Council (MARC) is requesting applications for community-based transportation projects to be funded through two Federal Transit Administration programs: Job Access Reverse Commute (JARC) and New Freedom.

MARC will identify projects to receive \$2,183,468 in federal funds (see table on page 4). Funding consists of the federal fiscal year (FFY) 2010 apportionment to the Kansas City urban area totaling \$1,112,771, and an estimated FFY 2011 federal amount of \$1,070,697.

The federal fiscal year begins on October 1 each year. This competitive selection of JARC and New Freedom projects is based on the FFY 2010 urban area formula-based apportionment. SAFETEA-LU, the current federal transportation law, expired on September 30, 2010, and the federal budget for transportation was placed under a five-month continuing resolution expiring on March 4, 2011. The federal government will either need to renew the continuing resolution or adopt a federal budget to operate beyond March 4, 2011. This competitive selection for the Kansas City urban area builds in the flexibility to extend the FFY 2010 amounts into the FFY 2011 budget year.

The FFY 2010 funds for the Section 5316 program and the Section 5317 program were previously published as an apportionment. The Federal Transit Administration (FTA) under the continuing resolution for FFY 2011 has identified options for Designated Recipients to access FFY 2011 funds. This FTA option permit applications to be made for FFY 2011 funding that is based on the FFY 2010 allocation.

As of early February 2011, the Designated Recipient — Kansas City Area Transportation Authority (KCATA) in the Kansas City region — can submit Section 5316 and Section 5317 applications for FFY 2011 funding equivalent to an amount that is 5/12ths — or five months — of the FFY 2010 allocation to pay for eligible Section 5316 and/or Section 5317 projects.

In order for the Designated Recipient to submit an application for either FFY 2010 or FFY 2011 funds, the competitive selection process must be complete and subrecipient projects identified to include in the application document.

Although the budgetary status of the continuing resolution effectively limits the amount of FFY 2011 funding that KCATA can apply for, MARC will proceed to program the full estimated amount for a FFY 2011 apportionment (using the 5/12ths amount to calculate the remaining 7/12ths for a 12-month total. This extension of the FFY 2011 amount to a 12-month period with the provision to adjust final amounts in accordance with percentage distributions of locally recommended amounts is intended to negate the need for an additional competitive selection programming round when the final federal budget is determined and the urban appropriation is made to the Kansas City region.

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The table below shows the existing FFY 2010 allocation, the FTA-authorized 5/12ths amount for FFY 2011, the remaining amount (7/12ths), and the total which this selection process will use for programming (total FFY 2010 plus the 12-month estimate of FFY 2011 funding).

AVAILABLE 2010 FUNDING AND ESTIMATED 2011 FUNDING			
	JARC	NEW FREEDOM	TOTAL
FFY 2010	\$667,081	\$445,690	\$1,112,771
FFY 2011			
5/12 ^{ths}	\$265,653	\$180,471	\$446,124
7/12 ^{ths}	\$371,914	\$252,659	\$624,573
12/12 ^{ths}	\$637,567	\$433,130	\$1,070,697
Total Available Funding (FFY 2010 + 5/12ths FFY 2011)	\$932,714	\$626,161	\$1,558,875
Anticipated Programming Total (FFY 2010 + 12/12ths)	\$1,304,648	\$878,820	\$2,183,468 Note: This anticipated amount includes 7% for administrative work by KCATA and MARC.

These are cost-reimbursement programs, **not** grant funds, and they require 50 percent matching funds (a ratio of one local match dollar for every one dollar of federal program funds).

Eligible applicants include:

- a) Private nonprofit organizations
- b) State or local government authorities
- c) Operators of public transportation, including private operators of public transportation

Eligible project activities include:

- a) New Freedom funds will be made available for **operating expenses** that support **new public transportation services** beyond the Americans with Disabilities Act of 1990 (42 USC 12101).
- b) JARC funds will be made available for the **operating expenses** of projects that focus on transportation services that transport low-income individuals to and from jobs and employment-related activities.

MARC's highest funding priority for both programs is projects that provide operating assistance to public transit and/or human services transportation services. MARC may

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provide funding for other federally eligible activities; however, MARC does not intend to use these funds to subsidize the purchase of transit or paratransit vehicles.

The deadline for project applications is 12 noon CST, Wednesday, April 20, 2011.

Combine the application and all supporting documentation into one electronic file and send to:

Stewart Nelson
Mid-America Regional Council
E-mail: snelson@marc.org

Copies of the Competitive Selection Process Booklet and Application are available online at www.marc.org/transportation, by contacting the Mid-America Regional Council or by following the links below.

Competitive Selection Process Booklet (pdf)

http://www.marc.org/transportation/pdf/2011jarcnewfreedom_booklet.pdf

Competitive Selection Process Application (Microsoft Word)

http://www.marc.org/transportation/pdf/2011jarcnewfreedom_application.doc

A **Pre-Application Workshop** is scheduled for 9 a.m. CST, Wednesday, March 9, 2011, in the second floor Board Room of the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105.

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II. Introduction

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law in August 2005. SAFETEA-LU required that New Freedom, Job Access Reverse Commute (JARC) and Section 5310 programs be derived from a locally developed, Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan).

To meet the SAFETEA-LU requirement for a Coordinated Plan, MARC, in cooperation with the Designated Recipient and other regional planning stakeholders, incorporated the region's Coordinated Public Transportation-Human Service Transit Plan into the Public Transportation chapter of *Transportation Outlook 2040*, the Kansas City region's long-range transportation plan. The Coordinated Plan is consistent with the Smart Moves regional transit service concept.

SAFETEA-LU requires that New Freedom and JARC funding be allocated to projects that are derived from the local Coordinated Plan through a competitive selection process.

This 2011 Competitive Selection Process Booklet describes the requirements for the New Freedom and JARC programs and the selection process that will be followed in the MARC region.

Section III lists the local program objectives for the New Freedom and JARC project selection process.

Section IV describes the peer/stakeholder review and selection process.

Sections V and VI provides program-specific information for both funding programs.

Section VII describes the eligible New Freedom and JARC local match sources.

Section VIII provides a sample copy of the application.

III. Program Objectives for JARC and New Freedom Project Selection

The Special Transportation-Job Access Partnership is an inclusive oversight committee with region-wide stakeholder representation and more than 35 years of advocacy on behalf of mobility for senior citizens, the disabled and low-income residents of the region. The committee adopted four program objectives to guide the competitive selection of projects supporting the region's mobility goals. Projects must be:

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- Supportive of existing levels of service commitment —supplanting discouraged
- Sustainable
- Community-based
- Within the framework and alignment of the Coordinated Public Transit-Human Service Transportation Plan and the Smart Moves service concept.

A. Supportive of Existing Levels of Service Commitment

1. Applicants should identify their current levels of financial and in-kind support of operations that are proposed as either “new,” “continuations” or “expansions.”

The performance measures for service commitment are:

- a. **New Freedom:** The three performance measures established by the Federal Transit Administration for the New Freedom Program are:

- (1) Increases or enhancements related to geographic coverage, service quality and/or service times that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.
- (2) Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services as a result of the New Freedom projects implemented in the current reporting year.
- (3) Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.

- b. **JARC:** The two performance measures established by the Federal Transit Administration for the JARC Program are:

- (1) Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of JARC projects implemented in the current reporting year. Applicants should calculate actual or estimated numbers of jobs using the techniques outlined in Appendix B of the report “Connecting People to Employment.” The report can be accessed at: www.fta.dot.gov/documents/JARC_FY09_FINAL_2010_10_04.docx
- (2) Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.

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2. Applicants should justify their projects by directly discussing why their project(s) requires funding as a result of an absence of or the **unavailability** of other transportation options either in their geographic area, or at the service time window for which their application proposes to cover, and/or
3. Applicants should justify their projects by directly discussing why their project(s) requires funding as a result of being the most appropriate of all transportation options either in their geographic area, or at the service time window for which their application proposes to cover, and to justify that other options are **inappropriate** to serve either their passenger base or their geographic area, and/or
4. Applicants should justify their projects by directly discussing why their project(s) requires funding as a result of an **insufficiency** of other transportation options either in their geographic area, or at the service time window for which their application proposes to cover.

B. Sustainability

1. Coordination – Partnerships between agencies, municipalities, other transportation agencies, social service agencies and organizations, and/or the private sector are strongly encouraged. These partnerships can provide funding sources that sustain services if no federal funding is available. Applicants that demonstrate in-place partnerships will be viewed more favorably in the process.
2. Permanence – Applicants should identify reasonable funding sources available to sustain operation in future years. Projects with this information will be viewed more favorably over services that cannot identify funding sources to support longevity.

C. Community-Based Services

1. When possible, applicants should strive to serve hard-to-meet needs, such as non-traditional work hours (evening, weekend, split shift) and the need to access child care and other services.
2. Applicants should strive to provide services that are directed at the unserved or underserved needs of target populations for the New Freedom and JARC programs.

D. Alignment with Regional Transportation Goals

Projects must be derived from the Coordinated Public Transit–Human Service Plan, which incorporates the Smart Moves service concept. In particular, all applicants must cite areas of the Coordinated Plan from which your project is drawn. All applicants will be asked for these citations in Section 3.3.1 of the application and during oral presentations before the Special Transportation–Job Access Partnership.

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Projects should fit within the goals and objectives set forth in Chapter 5 of the Coordinated Public Transit–Human Service Transportation Plan located in the region's long-range transportation plan, *Transportation Outlook 2040*.

(http://www.marc.org/2040/documents/draftplan/5.0_PublicTransportation.pdf)

IV. Competitive Selection Process and Agency Roles

This section details the application process, timeline and project selection criteria. MARC and KCATA, the Designated Recipient of JARC and New Freedom formula-based funding, have agreed to divide responsibility for the creation of the Coordinated Plan; conducting the competitive selection process; and ongoing administration, management and oversight of the JARC and New Freedom programs. This shared process will:

- Contribute to the implementation of a memorandum of understanding between the designated recipient (KCATA) and MARC, the metropolitan planning organization (MPO).
- Contribute to the implementation of the designated recipient's Program Management Plan.
- Contribute to the MARC Special Transportation–Job Access Partnership committee's participation in the review and recommendation process on behalf of the designated recipient.

CALL FOR PROJECTS

MARC developed the Coordinated Plan and will direct the competitive selection process. Once projects are selected, KCATA will initiate projects and administer the programs. Section IV.B of this booklet describes the competitive selection process and each agency's role.

A. Public Notice and Call for Projects

MARC will strive to issue a call for projects every other year, or as determined by the memorandum of understanding between the metropolitan planning organization (MARC) and the designated recipient's Program Management Plan for funds allocated under this call for projects. For more information, please refer to the schedule in Section IV.D.

MARC and KCATA are committed to an open, transparent, inclusive and participatory, stakeholder and peer-based competitive selection process. Due to the wide variety of agencies and organizations providing mobility services, MARC will expand the notification process to ensure that information on the call for projects is distributed

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widely throughout the region. The following steps will be used to notify the public and various agencies involved in providing mobility services in the region:

1. The call for projects will be advertised in several community papers, such as the *Kansas City Star*, *The Call*, *Dos Mundos* and the *Johnson County Sun*. Additional publications might also be considered.
2. MARC will notify the chief elected officials of MARC's member counties and cities.
3. Notice will be sent to members of selected MARC committees.
4. Notice will be posted on the MARC website.

B. The Competitive Selection Process (Peer/Stakeholder Review)

The schedule provides two months for applicants to complete applications and create partnerships to support proposed projects. The **application submittal deadline is 12 noon CST, Wednesday, April 20, 2011.**

MARC staff will be available to provide assistance and answer questions in the development of applicant projects. **A Pre-Application Workshop will be held at 9 a.m. CST, Wednesday, March 9, 2011, in the second floor Board Room of the MARC offices at 600 Broadway, Kansas City, Mo.**

Once the deadline for submission has passed, MARC staff will review the applications and note whether each refers to specific program objectives listed in Section III of this document and seeks to implement the goals and objectives found in the Coordinated Plan. Staff will provide this information to project applicants and to the Special Transportation–Job Access Partnership as part of the committee's review process.

Staff will coordinate a meeting to review the projects with the Special Transportation–Job Access Partnership (ST-JAP) committee, as well as provide support to the committee. Each applicant will make a presentation to the committee describing their project and answering committee questions. The committee will review and discuss the merits of each project, create a summary list of projects that should be funded, and recommend a duration and funding level that each project should receive. The committee recommendation will be submitted to MARC's Total Transportation Policy Committee for action.

Each project that receives federal funding must be added to the region's Transportation Improvement Program (TIP). Once a quarter, amendments to the TIP are advertised for public comment and review. After the conclusion of the public review period, the TIP amendment will be presented to Total Transportation Policy Committee and the MARC Board for final acceptance.

A TIP amendment may be initiated by MARC using federally appropriated funding amounts as a lump sum, without a listing of itemized projects, with the approval from the Federal Transit Administration (FTA).

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Historically, a recommendation for funding is accepted by Total Transportation Policy Committee and approved by the MARC Board of Directors. MARC will submit the project list to KCATA to review and to certify eligibility and that the project has been derived from the Coordinated Plan. The KCATA would then submit an application using the FTA's Transportation Electronic Award Management system. KCATA would characteristically request MARC to amend the list of projects into MARC's TIP. Upon approval of the application by the Federal Transit Administration, and upon the acceptance by MARC of a TIP amendment, the recommended applicant agencies and the KCATA can formalize agreements for the eligible MARC recommended projects.

KCATA will administer and manage the funding contracts with selected applicants. Invoices, fiscal documentation and performance records must be submitted by the subrecipient applicant agencies to a designated contact at KCATA for processing, retention and payment. All payments will be made on a cost-reimbursement basis, unless otherwise determined by KCATA.

1. MARC Staff Role

- a) Publicize the call for projects and solicit applications.
- b) Provide assistance for applicants during the competitive selection process.
- c) Receive and screen applications for preliminary eligibility, and provide information to Special Transportation–Job Access Partnership prior to the peer review process.
- d) Provide support to Special Transportation–Job Access Partnership peer/stakeholder review by scheduling meetings and applicant presentations.
- e) Provide support for additional MARC committee review processes.
- f) Transmit MARC Board recommendations to the KCATA for concurrence.
- g) Amend the TIP to reflect the new project funding.

2. MARC Committee Role

- a) Special Transportation–Job Access Partnership provides primary application review and project evaluation, but may create and assign a work group to evaluate applications and develop an initial recommendation for project funding.
- b) Special Transportation–Job Access Partnership will make a funding recommendation to the Total Transportation Policy Committee.
- c) The Total Transportation Policy Committee will make a funding recommendation to and the MARC Board.
- d) Request an amendment to the TIP.
- e) Special Transportation–Job Access Partnership and Total Transportation Policy Committee will work with KCATA to monitor productivity and performance.

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- f) MARC expects projects to start upon completion of the applicant's contractual funding agreement with KCATA, but no later than two years following the start date bound by the contract. Funding for projects that do not meet this expectation will be subject to reprogramming by the Special Transportation–Job Access Partnership committee.

3. KCATA Role

- a) Certify to the FTA that a competitive selection process was used to fairly distribute New Freedom and JARC funds.
- b) Certify to the FTA that each funded project is eligible and was derived from the area's Coordinated Plan.
- c) Manage the FTA grant process, distribution and oversight of funded projects (contracts with a start date for service between KCATA and project sponsors).
- d) Submit reports as required by FTA.
- e) Make regular progress reports to the stakeholder committee (Special Transportation–Job Access Partnership).

C. Project Evaluation Criteria

Each project submitted should address the program objectives listed in Section III. Project evaluation criteria will be used to determine whether the proposed project meets the program objectives. Projects initially will be evaluated based on the merits of meeting the criteria identified in Section IV.

1. Primary Criteria for Competitive Prioritization

The primary criteria listed below will be the focus of evaluating trip-based, information-based and capital-based projects. Special Transportation–Job Access Partnership reviewers will receive a staff summary of each project based upon support of the goals and objectives of the Coordinated Plan and the Smart Moves service concept.

a) **Supportive of existing levels of service commitment without supplanting financial support**

Applicants must justify their need for funding by establishing their baseline level of service and levels of commitments as measured by trips, hours, jobs and financing.

Applicants must identify how their projects compare to the norms of alternative services being unavailable, inappropriate, and/or insufficient either on the temporal or the spatial service grid, thereby qualifying their project as having a greater need than others.

b) Community-Based Transportation

Applicants must address ways in which the proposed service promotes the concept of community-based mobility as described in *Transportation Outlook 2040*, Chapter 5, and provides support for individuals with disabilities and low income. Community-based transportation refers to services designed by local stakeholders to meet the specific mobility needs of the area. A community may be defined in many ways to include similar geographic areas, a population subgroup or a political subdivision. More information can be found in Chapter 5 of *Transportation Outlook 2040* or on the Smart Moves website:

http://www.marc.org/2040/documents/draftplan/5.0_PublicTransportation.pdf

http://www.kcsmartmoves.org/pdf/smartmoves_update_report.pdf

c) Cooperative Operations

Applicants are encouraged to work with other providers to offer additional services between communities or service areas. This could be achieved through timed transfers or mutual-exchange agreements. Efforts to link trips together should be documented in the application. Any required agreements should also be in place by the submission deadline, and referenced in the application.

d) Local Government Partnerships

In an effort to create sustainable services, applicants are encouraged to partner with a municipality or county within the MARC boundary. A signed agreement between the partners, which details the planned project activities of both parties, must be in place and included in the application.

e) Sustainability

The goal of this competitive selection is to fund projects that can be sustained if federal funding is no longer available. Applicants must provide three years of budget information for each project that documents action steps and expected outcomes for each year. If the JARC or New Freedom project is part of a larger project, please detail how it fits into the larger effort.

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f) Service Description per Year

Applicants should describe the proposed project — trip-based, information-based, capital-based — with basic information on the operation, target population, geographic service area and location. This includes descriptions of the characteristics of service, operations, organizational structure and administrative capacity for recordkeeping related to federal grants.

2. Secondary Criteria for Competitive Prioritization

Project evaluation criteria in this section are statistical/numerical and will be used in conjunction with the primary criteria to evaluate trip-based, information-based and capital-based projects.

a) Cost and Administrative Capacity (Feasibility)

Applicants should describe the project budget, resources and institutional administrative support. Applicants should also include information about service costs, such as the cost per one-way segment of the trip, and any factors that explain the cost estimates (example: servicing larger than standard wheelchairs, longer trips, etc.)

b) Service Level for Competitive Prioritization

Applicants should identify the average number of one-way passenger trips the program expects to provide per day, month and year. Or, applicants should quantify other productivity features that are not trip-centered.

D. Programming Schedule

Programming for New Freedom and JARC funds will occur every other year or as determined by the memorandum of understanding between MARC as the metropolitan planning organization and the designated recipient's Program Management Plan. The schedule for the 2011 programming round for the FFY 2010 and the estimated FFY 2011 apportionment is provided below. However, this schedule may change for subsequent rounds after consultation with the Special Transportation–Job Access Partnership.

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DATE	ACTIVITY
Wednesday, February 23, 2011	Public notice and call for projects.
Wednesday, March 9, 2011	Pre-Application Workshop.
Wednesday, April 20, 2011	Project submittal deadline and staff review begins.
Wednesday, June 8, 2011 9 a.m.–4 p.m. (and June 9, 2011, if necessary)	Project presentations and ranking by Special Transportation–Job Access Partnership. Construct a funding recommendation to submit to TTPC for approval and authorization to include in the next TIP amendment, with a recommendation to the MARC and KCATA boards of directors for concurrence.
July 2011	TTPC authorizes the release of a TIP amendment for public review and comment (14 days). KCATA enters preliminary information into the federal grant administration system.
August 2011	MARC Board accepts the amendment to the TIP and sends to federal agencies for approval.
September 2011	Pending federal approval of the TIP amendment, KCATA executes the final grant application.
October 2011	Initiate projects.

E. Project Initiation/Implementation

MARC, KCATA and Special Transportation–Job Access Partnership expect applicants to begin projects as soon as funding is awarded, but no later than two years after the contract start date. Funding for applicants that do not meet this criterion will be returned to the JARC/New Freedom funding pools for redistribution.

After the Competitive Selection process identifies recommended projects for funding, responsibility for implementation and management will transition to KCATA. Applicants will work directly with KCATA to complete funding agreements, submit invoices, comply with reporting requirements, etc.

V. New Freedom and JARC Program History and Funding Requirements

A. New Freedom

The New Freedom Program is a product of the New Freedom Initiative, an executive order signed on June 18, 2001. The goal is to review federal policies, programs, statutes and regulations for human-services transportation to improve the availability of community-based services for qualified individuals with disabilities. In 2005, funding for the New Freedom Program was included by Congress in SAFETEA-LU, the current transportation legislation. According to FTA Circular 9045.1, lack of transportation is the main barrier that individuals with disabilities must address to find adequate employment. New Freedom is designed to support new public transportation services and alternatives beyond those required by the Americans with Disabilities Act of 1990 (42 USC 12101).

B. Job Access Reverse Commute (JARC)

Congress established the JARC program in Transportation Equity Act-21, former transportation legislation. This program was a means to address the transportation challenges faced by welfare recipients and low-income persons seeking to establish and keep employment. In many communities, entry-level positions are scattered throughout the region and often located in developing suburban areas. Persons without personal transportation must coordinate a variety of trips in order to get to work, which may include getting children to school or daycare. When entry-level jobs have nontraditional schedules with evening and weekend shifts, it becomes very difficult for individuals without an automobile to access and keep employment.

Originally, after the 1998 creation of the JARC program, funds were programmed through a nationwide competitive selection process. However, beginning in 2000, Congress began allocating funds to specific projects during the annual appropriations process. With the passage of SAFETEA-LU in 2005 and the funding of the New Freedom transportation component, both the JARC program and the New Freedom program became formula programs with specific allocations made to urban areas and to state-administered, small-urban and non-urban areas.

VI. Eligible Types of New Freedom and JARC Projects

FTA circulars provide examples of the types of projects that would be eligible for JARC or New Freedom funding. For the detailed FTA circulars, check the following:

http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf

http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf

Projects to provide operating assistance to public transit and/or human services transportation services are MARC's highest priority for these programs. MARC may provide funding for other federally eligible activities; however, MARC does not intend to use these funds to subsidize the purchase of transit or paratransit vehicles.

VII. Eligible New Freedom and JARC Local Match Sources

The New Freedom and JARC programs require that a local recipient provide local funds for a portion of the project. These local funds may come from a variety of sources. Fifty percent of the total project costs must be supplied by local sources.

New Freedom and JARC are unique programs in that they both permit matching federal funds with federal funds. However, the federal on federal match must match department of transportation with non-department of transportation funds.

EXAMPLES OF ELIGIBLE LOCAL MATCH		
SOURCE	JARC	NEW FREEDOM
Local Cash Match		
State or local appropriations	X	X
Federal non-DOT funds	X	X
Dedicated tax revenues	X	X
Private donations	X	X
Revenue from contracts	X	X
Toll revenue credits	X	X
Income generated by advertising and concessions	X	X
Soft Match / In-Kind		
Donations	X	X
Volunteer service	X	X
In-kind contributions	X	X
Non-DOT Federal Match		
Employment and/or employment training	X	X
Training		X
Aging	X	X
Medical		X
Community services	X	X
Rehabilitation services		X
Vocational rehabilitation services	X	
Temporary Assistance for Needy Families (TANF)	X	

VIII. 2011 Sample Application Form

This section contains the sample application for funding for JARC and New Freedom funding. Please note the important information bulleted below:

- A project may not request federal funding from both programs in the same application. A separate, fully completed application must be submitted for each funding program.
- Each applicant must submit a three-year budget for each project. This requirement is detailed under the Budget Information section.

1. General Information

1.1. Program Applying for (please check one):

- Section 5316 **JARC** (Operating) Section 5317 **New Freedom** (Operating)

1.2. Funding will be used for which of the following:

- New Service Continuation of Service Expansion of Service

1.3 Legal Name of Organization: _____

1.4 Person Submitting Application: _____

Name: _____ Street Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Contact Person (if different)

Name: _____ Street Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

1.5 Please list all information below of individuals authorized to enter into contract(s) and amendments with the Kansas City Area Transportation Authority (KCATA).

Name: _____

Title: _____

Phone: () _____

Fax: _____

Name: _____

Title: _____

Phone: () _____

Fax: _____

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Address: _____
City/State/Zip: _____
E-mail: _____

Address: _____
City/State/Zip: _____
E-mail: _____

1.6 Applicant Status:

- Private Nonprofit Organization
- State or Local Government
- Public Transportation Operator
- Private Operator of Public Transportation

1.7 Project Name: _____

1.8 Amount of Federal Request per FFY:

JARC

New Freedom

2010: _____

2010: _____

2011: _____

2011: _____

1.9 Please list all the information of the contact at your labor union.

Name: _____

Title: _____

Phone: () _____

Fax: _____

Address: _____

City/State/Zip: _____

E-mail: _____

1. 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 2010 and FFY 2011 JARC or New Freedom funds are completely expended. Note *Section III Program Objectives* and note *Section IV.C Project Evaluation Criteria* that address the supplanting of financial support.

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2.1 Start Date or Date of Planned Implementation: _____ 2011

2.2 **Total Cost (\$)** **Program Funds (\$)** **Local Match (\$)** **Source**

	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 Cost.)	Enter the source(s) of the local match your agency is providing in this column. Address the sustainability of those funds.
Year 1				
Year 2				
Year 3				

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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 Outcomes/ Milestones
	Enter information on the activities you expect to offer with these federal funds each year.	Enter the action steps you will take to support the project activities listed in the Project Details column.	Enter the expected outcomes from each action step listed and address sustainability. Establish annual milestones to achieve.
Year 1			
Year 2			
Year 3			

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

YES

NO

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2.5 If no, please explain.

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

2. Project Criteria

3.1 Local Government Partnerships (if applicable)

Please refer to *Section IV.C.1.d Local Government Partnerships for Competitive Prioritization* of the Competitive Selection Booklet for more information on this section. List up to three local government partnerships associated with this project. Attach relevant copies of partnership agreements with your local government partner(s) in *Section 4 Supplemental Information and Attachments* at the end of this document and label each attachment as “Local Government Partnerships Attachment 1,” etc.

Local Government Partner: _____

Contact: _____

Phone: () _____ Fax: () _____

Address: _____

City/State/Zip: _____

E-mail: _____

Local Government Partner: _____

Contact: _____

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Phone: () _____ Fax: () _____

Address: _____

City/State/Zip: _____

E-mail: _____

Local Government Partner: _____

Contact: _____

Phone: () _____ Fax: () _____

Address: _____

City/State/Zip: _____

E-mail: _____

3.2 Cooperative/Partnering Operations

Please refer to *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* 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. Cooperation 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: _____

Agency Name: _____

Agency Name: _____

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 Supplemental Information and Attachments* (found at the end of this application). Label any attachments as "Cooperative/Partnering Operations Attachment 1," etc. **(500 words or less)**

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3.3 Community-Based Transportation

Please refer to *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* 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**.

- 3.3.1 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 2040*. How does your project support the concept of using activity centers, transit centers and/or transfer centers? List the specific citations where this project is derived from the Coordinated Public Transit-Human Service Transportation Plan.

- 3.3.2 List the transportation goals and objectives of your organization. How will your proposed project address these transportation goals and objectives?

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

3.4 Current Service Description and Statistics (if applicable)

Please refer to *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* of the Competitive Selection booklet for more information on this section. Note that both sections address the supplanting of financial support. As mentioned in *Section III Program Objectives*, the methodology for calculating the number of jobs accessed can be found in Appendix B of the Federal Transit Administration report “Connecting People to Employment” at www.fta.dot.gov/documents/JARC_FY09_FINAL_2010_10_04.docx.

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In the text box below each question, provide the information requested in **500 words or less**.

- 3.4.1 Geographic area currently served: List all counties, cities, and other locations served. If available, please attach a map to this document in *Section 4 Supplemental Information and Attachments* (found at the end of this application), and label the document "Service Description and Service Level Attachment 1," etc.

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

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

- 3.4.4 Indicate whether the applicant currently operates the service directly or via contract with another entity.

- 3.4.5 Indicate the number of average one-way passenger trips — *per day, per month and annually* — that the service currently provides. If possible, break down by trip type (medical, employment, daycare, etc.) or target population served.

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

- 3.4.7 Describe the administrative characteristics of the existing service, such as number of employees (differentiate between part-time and full-time), operation and maintenance costs, as well as manner in which the service is currently financed.

3.5 Proposed Service Description and Service Level

Please refer to *Sections III Program Objectives for JARC and New Freedom Project Selection* and *IV.C Project Evaluation Criteria* of the Competitive Selection booklet for more information on this section. As mentioned in *Section III Program Objectives*, the methodology for calculating the number of jobs accessed can be found in Appendix B of the Federal Transit Administration report “Connecting People to Employment.”

www.fta.dot.gov/documents/JARC_FY09_FINAL_2010_10_04.docx

Base your responses to the following sections on the requirements reference in *Section III A.2–4* of the Competitive Selection booklet (i.e., inappropriate, insufficient, unavailable).

In the text box below each question, provide the information requested in **500 words or less**.

- 3.5.1 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 Supplemental Information and Attachments* (found at the end of this application), and label the document “Service Description and Service Level Attachment 1,” etc.

- 3.5.2 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.

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

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

- 3.5.5 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.

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

3.6 Administrative Capacity (Feasibility)

Please refer to *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* 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. In the text box below each question, provide the information requested in **500 words or less**.

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

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3.6.2 ABILITY: reporting requirements, record keeping, documentation, book keeping, invoicing required by federal regulation

4. Supplemental Information and Attachments

Electronically attach properly labeled supplemental information as referenced above as a part of your proposal. This may include cooperative agreements, memoranda of understanding, 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.

Application Booklet Link

This link will take you directly to the application document:

http://www.marc.org/transportation/pdf/2011jarcnewfreedom_application.doc.

Please return only the application document and the supporting documentation to MARC.

The deadline for project applications is 12 noon CST, Wednesday, April 20, 2011.

Completed applications shall consist of one electronic file emailed to Stewart Nelson by the deadline at snelson@marc.org.

For more information contact Stewart Nelson at the following address or phone number:

Stewart Nelson
Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, MO 64105-1659
Phone: (816) 474-4240
Fax: (816) 421-7758
E-mail: snelson@marc.org

A **Pre-Application Workshop** is scheduled for 9 a.m. CST, Wednesday, March 9, 2011, on the second floor in the Board Room of the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105.