

**The  
Mobile, AL Urban Area's  
Program Management Plan**

**For**

**5316 – Job Access Reverse Commute (JARC)**

**And**

**5317 – New Freedom**

**August, 2007**

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## **PROGRAM GOALS AND RESPONSIBILITIES**

### **Program Goals**

The primary goal of the Program Management Plan is to increase personal mobility and travel options for those with special transportation needs and to enhance access to transit service through the coordination of existing and future services.

FTA has defined the goal of the 5316 Job Access Reverse Commute (JARC) program, in the Circular FTA C 9050.1 JARC, “to improve access to transportation services, to employment, and employment related activities for welfare recipients and eligible low-income individuals throughout the country.” Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of welfare recipients, and other low-income populations. A Job Access Reverse Commute project is one that transports welfare recipients and eligible low-income individuals to and from jobs and activities related to employment. A reverse commute project is one that takes individuals from urbanized (cities/downtown areas) and non-urbanized areas to suburban employers. The federal statute has no reference to welfare or income status associated with reverse commute projects; therefore these projects are open to a rider of any income level.

FTA has defined the goal of the 5317 New Freedom program, in the Circular FTA C 9045.1 New Freedom; “to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation in society. The New Freedom formula grant program seeks to expand the transportation mobility options available to persons with disabilities beyond the requirement of the Americans with Disabilities Act of 1990.” Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of individuals with disabilities.

The 5316 and 5317 program(s) will be administered towards the goals and strategic objectives found in the developed Human Coordinated Services Plan.

### **Roles and Responsibilities**

The designated recipient of JARC and New Freedom funds in urbanized areas over 200,000 in population has the principal authority and responsibility for administering these programs. The designated recipient must be officially designated through a process consistent with 49 U.S.C. 5307(a) (2):

“an entity designated in accordance with the planning process under Sections 5303, 5304, and 5306, by the chief executive officer of a State, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under Section 5336 that are attributable to transportation management areas identified under Section 5303.”

The Wave Transit System has been appointed by the Mobile Metropolitan Planning Organization (MPO) and the Governor of Alabama as the designated recipient for JARC and New Freedom funds apportioned to the Mobile Urbanized Area; Appendix A is the letter from the Governor of Alabama.

**The designated recipient's responsibilities:**

- Notifying eligible local entities of funding availability
- Developing project selection criteria
- Determining applicant eligibility
- Selecting projects for funding
- Ensuring that all sub-recipients comply with Federal requirements
- Presenting the “selected” projects/strategies for inclusion or reference in the Long Range Transportation Plan. Similarly, in accordance with Section 5303 or 5304, eligibility for funding under all FTA programs necessitates that projects/strategies be included in the applicable metropolitan Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP).
- Conducting the competitive selection process and awarding grants to sub-recipients in cooperation with the Mobile Metropolitan Planning Organization (MPO)
- Certifying a fair and equitable distribution of funds resulting from the competitive selection process
- Certifying that each project selected was derived from a locally developed coordinated public transit-human service transportation plan
- Certifying that local plans are developed through a process that included representatives of public, private, and non-profit transportation and human services providers and participation by the public
- Managing all aspects of grant distribution and oversight for sub-recipients receiving funds under this program
- Submitting reports as required by FTA.
- The recipient must ensure that local applicants and project activities are eligible and in compliance with Federal requirements and that the program provides for maximum feasible coordination of transportation services.
- In addition, the recipient is responsible for monitoring local projects; and overseeing project audits and closeouts. The recipient must certify to FTA

annually that the recipient and sub-recipients have met or will meet all Federal requirements, including all metropolitan and statewide planning requirements.

- The designated recipient for New Freedom funds will apply to FTA for funding using the Transportation Electronic Awards and Management (TEAM) system on behalf of itself and/or eligible sub-recipients for New Freedom projects within the recipient's area.

**The eligible sub-recipient's responsibilities:**

- Ensuring that the proposed project is included in a locally developed coordinated public transit-human service transportation plan.
- Eligible sub-recipients must apply directly to the recipient for assistance under these programs through the recipient's competitive selection process

**Coordination**

As part of the Coordinated Human Services Transportation Planning (CHSTP) process, the Wave, with support of the South Alabama Regional Planning Commission, will be involved with a number of countywide groups created to look at existing coordinating efforts, inventory the needs of transit clients and determine pockets of duplicating services. This planning process has a stakeholders list comprised of human service agencies, advocacy groups, individuals with special transportation needs, school districts, transportation brokers, and human service transportation providers. Projects developed by the Program Management Plan's Program of Projects will have to be incorporated into the CHSTP. The CHSTP has the geographic boundary of Mobile, Baldwin and Escambia Counties and is not just for JARC and New Freedom funds, but for FTA Section 5310 funding as well. The JARC and New Freedom Program Management Plan outside of the Mobile Urban Area, yet inside the boundary of the CHSTP, is the responsibility of the State of Alabama. However the responsibility of the CHSTP for the three county region is the responsibility of the South Alabama Regional Planning Commission.

**JOB ACCESS / REVERSE COMMUTE AND NEW FREEDOM FUNDING**

**Eligible Direct Recipients**

In order to be eligible to be a direct recipient, the agency must be a public entity and it should preferably be able to provide and coordinate transportation services for the region and be familiar with FTA's program oversight requirements. Designation will remain in effect until changed by the chief executive officer of a State by official notice of re-designation to the appropriate FTA regional administrator.

**Eligible Sub-recipients**

There are three categories of eligible sub-recipients of JARC and New Freedom funds:

- Private non-profit organizations. A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under State law to be non-profit and for which the designated State agency or urbanized area designated recipient has received documentation certifying the status of the non-profit organization;
- State or local governmental authority; and
- Operators of public transportation services, including private operators of public transportation services

**Eligible JARC Activities**

Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment. In the conference report accompanying SAFETEA-LU, the conferees 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, Section 3018). Therefore, 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 (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, 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 ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/Local) match;

- k. Applying 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. Establishing regional mobility managers or transportation brokerage activities. This includes supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive JARC funding to share services it provides to its own clientele with low-income individuals and coordinate usage of vehicles with other nonprofits. 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;
- (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 for customers;

- (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (7) Operational planning for the acquisition of intelligent transportation Technologies to help plan and operate coordinated systems inclusive of 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).

### **Eligible New Freedom Activities**

New Freedom program funds are available for capital and operating expenses that support **new public transportation services beyond those required by the ADA and new public transportation alternatives beyond those required by the ADA** designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. For the purpose of the New Freedom program, “new” service is any service or activity that was not operational before 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 State Transportation Improvement Plan (STIP). In other words, if not for the New Freedom program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities. 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. Maintenance of Effort: Recipients or sub-recipients may not terminate 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.

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 public transportation services beyond minimum requirements of the ADA. 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 parameters beyond the  $\frac{3}{4}$  mile required by the ADA;

- (b) Expansion of current hours of operation for paratransit services that are beyond those provided on the fixed route services;
  - (c) The provision of same day service;
  - (d) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
  - (e) 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, instead of just modifications to lifts with a 600 lb design load, as well as the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
  - (f) Installation of additional securement locations in public buses beyond what is required by the ADA.
- (2) Feeder services. New “feeder” service (transit service that provides 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 established 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 new accessibility 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, and accessible pedestrian signals or other accessible features,
  - (b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements that are not otherwise required under the ADA to a non-key station,
  - (c) Improving signage, or way-finding technology, or
  - (d) Implementation of other technology improvements that enhance accessibility for persons with disabilities.
- (4) Travel training. New training programs for individual users on awareness, knowledge, and skills of 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 van pool 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 the administration, management of 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 new 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 offer consideration for utilizing 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 techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to share services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits. 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;
- (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 for customers;
- (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of 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).

### **Federal and Local Share and Funding Requirements**

#### **JARC**

JARC funds may be used to finance capital, planning and operating expenses. The Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. Recipients may use up to 10 percent of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent Federal share. The local share of eligible capital and planning costs shall be no less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be no less than 50 percent of the net operating costs.

## **New Freedom**

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

Recipients may use up to 10 percent of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent Federal share. The local share of eligible capital costs shall be no less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be no less than 50 percent of the net operating costs.

**FOR BOTH JARC AND NEW FREEDOM FUNDS, ALL OF THE LOCAL SHARE MUST BE PROVIDED FROM SOURCES OTHER THAN FEDERAL DEPARTMENT OF TRANSPORTATION FUNDS.**

Some examples of sources of local match which may be used for any or the entire local share include:

- State or local appropriations;
- Other non-DOT Federal funds that are eligible to be expended for transportation
- Private donations;
- Revenue from human service contracts;
- Net income generated from advertising and concessions.
- Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, AND is a cost that would otherwise be eligible under the program.
- Income from contracts to provide human service transportation.

## **Exceptions to Local Match Requirements**

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

## **Use of Other Federal Funds**

**For both JARC and New Freedom**, local match may be derived from other Federal funds derived from Federal programs that are eligible to be expended for transportation, other than from the DOT programs.

Examples of types of programs that are potential sources of local match for JARC include:

- employment training,
- aging,
- community services,
- vocational rehabilitation services, and
- Temporary Assistance for Needy Families (TANF).

Examples of types of programs that are potential sources of local match for New Freedom include:

- employment training,
- aging,
- medical,
- community services, and
- rehabilitation services.

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 of the scope of the project cannot be applied as a credit for local match in the FTA grant. Specific program information for other types of Federal funding is available at [www.unitedweride.gov](http://www.unitedweride.gov).

## **PROJECT SELECTION CRITERIA / METHOD OF DISTRIBUTION OF FUNDS**

### **Application and Scoring**

Pursuant to the 5317 program, The Wave Transit System shall conduct a competitive selection process for projects seeking FTA- JARC or New Freedom funds apportioned to the Mobile Area Metropolitan Planning Urbanized Areas. This competition will occur annually, beginning with the distribution of Federal Fiscal Year. Projects will compete based on scoring of the application (Appendix B); applications will be scored on the following but not limited to:

**1. Project Needs/Goals and Objectives:** The project should directly address transportation gaps and/or barriers identified through the locally developed Human Services Transportation Plan (HSTP) or are otherwise based on a documented assessment of needs within the designated communities of concern. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the JARC and New Freedom grant programs.

**2. Implementation Plan:** For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of

the project as described. For projects seeking funds for capital purposes, the applicant must provide a solid rationale for use of JARC and New Freedom funds for this purpose, and demonstrate that no other sources of funds are available or are insufficient to meet this need. Also, provide an implementation plan and timelines for completing the capital project.

**3. Project Budget:** Projects must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period. Proponent shall demonstrate how using this funding leverages resources to the maximum possible extent.

**4. Coordination/Program Outreach:** Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they would promote public awareness of the project.

**5. Program Effectiveness and Performance Indicators:** The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost-effective approach. Project sponsors should identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe steps to measure the effectiveness and magnitude of the impact that the project will have on residents.

**6. Innovation:** The project will be examined to see if it contains new or innovative service concepts or facilities that have the potential for improving access and mobility for the target populations and may have future application elsewhere in the region.

**7. Disadvantaged Business Enterprise:** Projects will be awarded points for being conducted by a DBE.

The Wave utilizes standard procurement procedures, as approved by FTA (Best Practices). A Technical Scoring Team will be established for the competitive selection process to distribute funds. The designated recipient will provide a grant application (Appendix B) that will be available for pick-up or electronically via internet at the time a call (request) for projects is issued. If project sponsors are unable to access the internet, forms will be mailed to the potential applicant.

Grant writing assistance can be available to all project sponsors. During the grant application period program requirements can be explained as well as the application process and project selection. Also, during this period, project sponsors will receive the opportunity to ask questions about the application and the process.

After applications have been received and the submission deadline passed, the Technical Scoring Team will receive a copy of each application, criteria, and evaluation materials. Once a final score has been established for selected projects, a recommendation will be made forwarded to the MPO for approval.

### **Policy Rationale**

The Wave Transit's selection criteria provide a solid foundation for the technical evaluation of each project. Assessing each project on merits, such as being derived from the locally developed *Coordinated Human Service Transportation Plan (CHSTP)* and being based on a complete financial plan, assures the county that selected projects are pertinent to the local strategy for service delivery, and that they will be effectively operated.

The program / projects approval process provide for a high level of involvement by human service transportation providers, Medicaid brokers, transit authorities, and other interested parties.

### **Equity of Distribution**

This distribution method accomplishes generally fair and equal treatment of all interested parties. The call for projects will be announced through the Mobile Register, Transportation / Social Service Publications, various Web Sites and postcards to stakeholders of the CHSTP .

### **Estimated Available Funds**

JARC and New Freedom funds will be based upon those funds apportioned to the urbanized area.

### **Appeals Process**

If a project sponsor desires clarification on a project score, the Technical Scoring Team will address written questions regarding scoring techniques and practices. If the project sponsor is still unhappy with the way their project scored, the sponsor may submit a written request (appeal) as outlined within the procurement (RFP) guidelines.

## **ANNUAL PROGRAM OF PROJECTS DEVELOPMENT AND APPROVAL PROCESS**

### **Projects Entering the Program of Projects (POP)**

When the selection process is complete, the projects selected by the Technical Scoring Committee will become the proposed Program of Projects. The Technical Scoring Team will solicit comments from the public on the proposed Program of Projects through a public comment period and a public hearing. The MPO will be presented with the

comments of the public comment period and public hearing at the time of MPO approval of the Program of Projects. Once the comments period has closed and the Program of Projects has been approved by the MPO and FTA, the projects will be included in the local Transportation Improvement Program and the Statewide plan (STIP).

The Program of Projects identifies the subrecipients and projects for which the designated recipient is applying for financial assistance and is Appendix C of this document. The POP submitted to FTA for approval lists the subrecipients and indicates whether they are private non-profit agencies, governmental authorities, or private operators of public transportation services, and identifies any Indian tribal agencies. In addition, the program of projects includes a brief description of the projects, total project costs and Federal share for each project, and the amount of funds required for planning and program administration. The total Federal funding level for the program of projects cannot exceed the total amount of funds available. Upon submission of the annual program of projects and other application requirements, FTA will review, approve, and obligate funds for the total amount of funds requested. Projects within the POP should be implemented within the year of apportionment plus two years. Grants not fully implemented within the year of apportionment plus two years are subject to being terminated and closed out by FTA and the remaining funds de-obligated.

As stated above, eligibility for funding under most FTA and FHWA programs requires projects to be listed in the approved TIP. Therefore, projects in the POP must be included in the applicable TIP. So that FTA may comply with the Federal Funding Accountability and Transparency Act of 2006 (Pub.L 109–282), enacted September 26, 2006, the designated recipient must provide FTA with the following information for each subrecipient:

- the name of the entity receiving the award,
- the amount of the award,
- the location of the entity receiving the award, and
- the primary location of performance under the award, including the city, State, and congressional district.

The designated recipient may choose to submit this information as a separate attachment in Transportation Electronic Award and Management (TEAM) or to include the information in the POP.

### **Approval**

FTA is committed to promptly processing grants upon receipt of a complete and acceptable grant application. FTA awards grants and obligates funds for the total amount the Wave requests for both of these categories. FTA grant award constitutes FTA approval of the Wave Transit's annual Program of Projects. The Wave Transit system may draw down Federal funds immediately upon execution of the grant agreement, however FTA approval of the Program of Projects does not constitute unqualified approval of each project in the program.

### **Revisions to Program of Projects (POP)**

Prior FTA approval is not required to reallocate funds among projects included in the approved POP, so long as any single change does not exceed 20 percent of the affected project and is consistent with the competitive selection process and the local coordinated plan from which the project was derived. Any other changes to the POP require prior approval by FTA. The Waves' request for approval should include documentation that the proposed changes in the POP are consistent with the competitive selection process and that all projects are derived from a locally developed coordinated plan.

If appropriate, revisions to the POP should be accompanied by a budget revision to the grant in the Transportation Electronic Award and Management (TEAM) system. The Wave should attach the revised POP (after approval, if required) to the project management milestones section in TEAM. In the annual program status report, the Wave should reference the date that a new POP was attached. The most recently updated POP submitted by the Wave Transit to FTA in its quarterly or annual report or in the course of making revisions will be considered the current approved POP, incorporated by reference in the grant agreement.

### **Creating a Prioritized Contingency List**

A prioritized backup list of projects will be established in case additional funds become available. No additional or separate criteria will be used to establish this list. The contingency list will become effective with the adoption of the fully funded project list, and will remain in effect until the call for projects is issued.

## **ADMINISTRATION, PLANNING AND TECHNICAL ASSISTANCE**

### **JARC**

Designated recipients of JARC funding may utilize up to 10% of each yearly apportionment to support program administrative costs including administration, planning, and technical assistance. This activity may be funded entirely by federal funds and does not require a local match. The Wave Transit being the designated recipient will utilize allowable funds at 10% of the total value of any grant that they administer. These funds will offset the cost of overhead and staff salaries associated with grant management activities.

The designated recipient will make use of the remaining funds from the 10% cap to offset costs related to the ongoing administration of the JARC program in the region. These dollars will be used to support of the competitive selection process and updates to the Coordinated Human Services Transportation Plan.

### **New Freedom**

Designated recipients of New Freedom funding may utilize up to 10% of each yearly apportionment to support program administrative costs including administration and

technical assistance. This activity may be funded entirely by federal funds and does not require a local match. The Wave Transit system being the designated recipient will utilize allowable funds at 10% of the total value of any grant that they administer. These funds will offset the cost of overhead and staff salaries associated with grant management activities. The designated recipient will make use of the remaining funds from the 10% cap to offset costs related to the ongoing administration of the New Freedom program in the region. These dollars will be used to support the competitive selection process and updates to the Human Services Coordinated Transportation Plan.

### **Transfer of Funds**

There is no authority to transfer JARC or New Freedom funds apportioned to large urbanized areas to small urban or rural areas.

### **Private Sector Participation**

The Wave Transit System with assistance from the South Alabama Regional Planning Commission (SARPC) has been involved in several focus groups resulting in the development of the Coordinated Human Services Transportation Plan (September, 2006). The CHSTP is the beginning steps for Alabama to develop a United We Ride Program, and one purpose is to determine the current available private/nonprofit and public agency transportation options for the elderly, disabled, and low income population of the region. The results from the survey conducted as part of the CHSTP provided a clearer picture of the various hurdles present for this population. Various nonprofit agencies offer transportation services; however, oftentimes, these services are not offered to their home or destination or at the time transportation is needed. In addition, most agencies place restrictions on who may use the transportation service they provide. Through the CHSTP process, solicitation of private providers for projects was held in a publicly advertised forum. In addition, an inventory was created of not only private providers, but the common origins and destinations of these providers. These providers, origins and destinations were surveyed (See Mobile CHSTP) and directly contacted by SARPC to be a part of the CHSTP process. This inventory of “stakeholders” was used to solicit projects to be funding with JARC And New Freedom funds.

### **Public Hearing Requirements**

The grant applicant must provide an adequate opportunity for public review and comment on all projects. After providing a notice (public, minimum two weeks), a public hearing on all projects will be held as it may affect significant economic, social, or environmental interests. Any application for a project that will “substantially affect a community or the public transportation service of a community” shall include a certification of the following:

- a). Adequate opportunity for public review and comments on the projects has been provided
- b). A public hearing on the project was held, and;

- c). Consideration was given on the economic, social, and environmental effects of the project.

Also, notice of hearings shall include a concise description of the proposed project; and shall be published in a newspaper of general circulation in the geographic area the project will serve.”

Title 49 U.S.C. 5323(b) must be read in concert with 49 U.S.C. 5324(b) which states that FTA must review the public comments and hearing transcript to ascertain that an adequate opportunity to present views was given to all parties having a significant economic, social, or environmental interest in the project, and that FTA must make a written finding to this effect.

FTA notes the public hearing requirements of 49 U.S.C. 5323(b) are separate and apart from the requirements for public participation in statewide and metropolitan planning. All capital projects financially supported by FTA are subject to statewide transportation planning requirements and, in metropolitan areas, to metropolitan planning requirements. FTA has codified procedures for compliance with the statewide and metropolitan planning statutory mandates – including the mandates for public participation in the development of long-range plans and Transportation Improvement Programs (TIPs).

### **Civil Rights**

The Wave Transits procedures for compliance with Title VI, EEO and DBE requirements are in accordance with FTA requirements.

As part of each third party contract executed, the local recipient will sign a local Civil Rights Assurance. Sub-recipients will take all necessary and reasonable steps to:

- Identify contracting opportunities
- Analyze area DBE availability
- Use good faith efforts to utilize DBE firms
- Maintain necessary records to verify steps taken and participation achieved

Sub-recipients will file an annual **DBE** activity report. This report details the following:

- Dollar value of contracting opportunities
- Expenditures made to certified DBE firms
- Identification of any potential DBE firms in the area

Sub-recipients will file an annual **Title VI** Report. This report details the following:

- List of any complaints or lawsuits
- List of federal funding
- Summarization of any Civil Rights complaints.

Note: All Civil Rights complaints will be forwarded and investigated for resolution.

Subrecipients will require that all vehicles purchased will be accessible and comply with the **Americans with Disabilities Act (ADA)** requirements unless proof can be established that they have adequate ADA accessible equipment to meet the needs of the elderly persons and persons with disabilities in the service area.

### **Section 504 and ADA Reporting**

Sub-recipients must be in compliance with Section 504 ADA requirements. The Wave Transit System will notify the recipient at the time of the grant award that allegations made in regards to discrimination in service or employment, including Section 504 and ADA will be reported and investigated.

### **PROGRAM MEASURES**

#### **JARC**

The following indicators are targeted to capture overarching program information as part of the report that the designated recipient will submit to FTA. The designated recipient will submit both quantitative and qualitative information as available on each of the following measures:

- a. 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.
- b. 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.

The designated recipient should ensure that the necessary information is reported for all sub-recipients of JARC funding in projects selected by the designated recipient. The designated recipient may consolidate information for all projects in the annual report for any open JARC grant awarded to the designated recipient. If JARC funds have been awarded to other direct recipients pursuant to a supplemental agreement with the designated recipient, that direct grantee may report on behalf of itself and any sub-recipients.

#### **New Freedom**

The following indicators are targeted to capture overarching program information as part of the Annual Report that the designated recipient submits to FTA. The designated recipient will submit both quantitative and qualitative information as available on each of the following measures:

- a. Services provided that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects

implemented in the current reporting year. Examples include geographic coverage, service quality and/or service times.

- b. Additions or changes to environmental infrastructure (e.g., transportation facilities, side walks, etc), technology, vehicles that impact availability of transportation services as a result of the New Freedom projects implemented in the current reporting year.
- c. 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.

The designated recipient should ensure that the above information is reported for all recipients and sub-recipients of New Freedom funding in projects selected by the designated recipient. The designated recipient may consolidate information for all projects in the annual report for any open New Freedom grant awarded to the designated recipient.

### **Financial Management and Project Monitoring**

The designated recipient, The Wave Transit System, maintains financial management systems for financial reporting, accounting records, internal controls, and budget controls subject to standards specified in Local (City of Mobile), State (ALDOT), and Federal (FTA) laws. All systems and procedures for financial management are in compliance with 49 CFR 18.20, the “Common Rule.”

The Wave Transit System will develop and execute grant agreements to those sponsors who are sub-recipients of § 5316 and § 5317 grant funds. All projects related to capital and operating assistance expenditures are incurred locally and reported to The Wave Transit System after the grant agreements have been executed. The Wave Transit System executes the agreements after the FTA funds are secured. All grant agreements for capital projects detail the equipment approved for purchase and its intended use. Agreements for operations assistance outline the type of service provided by the sub-recipient, the time period covered, and the service area.

The Wave Transit System reimburses the sub-recipient with the federal funds based on the proportions identified on the grant agreement. Reimbursement for capital projects is 80 percent and 50 percent for operations. Sub-recipients are responsible for keeping all original receipts for eligible capital and operating project expenditures. Copies of vendor invoices for capital purchases must be attached to the reimbursement request form. Sub-recipients receiving operations assistance are not required to submit copies of vendor invoices; however, they must retain copies in their respective offices for verification expenses during site visits.

The Wave Transit System does not accept “in-kind” contributions towards the local share of a capital project, however, “in-kind” contributions will be considered for operating

assistance. If an “in-kind” contribution is used for operating assistance, the sub-recipient must have a cost allocation plan detailing the type of service received and how the value of the service was determined.

The Wave Transit System will maintain individual spreadsheets for each sub-recipient tracking project expenditures, amounts charged to each funding source, local matching sources and project budgets. The Wave Transit System will be responsible for reporting in TEAM-Web total expenditures for each federal grant and reconciling the grant expenditures and revisions to the project budgets as well as the responsibility of closing out projects. An independent audit firm will be contracted by the designated recipient to review projects for compliance with *OMB Circulars A-110, A-122, and A-133*.

### **Site Visits**

The Wave Transit System and/or representatives from the TCC or will perform on-site project monitoring visits with sub-recipients receiving grant assistance. Site visits will be conducted using checklist which outline accounting and record keeping requirements in compliance with *OMB Circulars A-122 and A-87* if the sub-recipient received operating assistance; *OMB 49 CFR Part 18 and Part 19* administrative requirements; the regulatory requirements for receipt of federal funds; vehicle inventory and maintenance records if the sub-recipient received capital assistance; and compliance with the Drug Abuse and Alcohol Misuse testing regulations.

### **Procurement**

Purchasing equipment under the § 5316 and § 5317 program may be conducted directly by the sub-recipients with The Wave Transit System oversight; from an existing contract with another governmental agency; or the sub-recipient may participate in The Wave Transit System’s coordinated bid process. The Wave Transit System’s role is to assure purchases are made competitively and in compliance with federal procurement guidelines. The Wave Transit System require that all bid documents and specifications prepared by the sub-recipient be reviewed and approved prior to seeking bids for vehicles, to assure compliance with federal standards.

### **Property Management**

Legal ownership of all vehicles purchased under the § 5316 and § 5317 programs is retained by the designated recipient. When titling a vehicle, sub-recipients are listed as a “Registered Owner,” responsible for the licensing and collision insurance; and the designated recipient as the “Legal Owner” and loss payee should anything happen to the vehicle. Ownership of all other equipment will be vested with the designated recipient, with local daily control by the sub-recipient.

The designated recipient will be responsible for keeping an accurate database that contains all vehicle inventory records. Reports with the database will contain vehicle year, make, and model; date accepted; included equipment; location; federal grant

number, inspection data, mileage, type of funding used to purchase the vehicle and the name, address, and phone number of the sub-recipient who has daily control over the vehicle. Preventive maintenance scheduled services will be scheduled through the designated recipients Maintenance Department.

### **Inventory Reports**

The Wave Transit System requires capital assistance sub-recipients to submit an annual Owned Rolling Stock Inventory. The inventory will include the following information:

- Year/Make/Model
- Vehicle Code
- Vehicle Identification Number
- Agency Vehicle Number
- Condition
- Age
- Remaining Useful Life
- Replacement Cost
- ADA Access
- Seating Capacity
- Fuel Type

The information obtained from these inventories will become part of the inventory record along with the title and certificate of collision insurance coverage. To ensure that the vehicles are properly maintained, The Wave Transit System randomly reviews vehicle maintenance records and physically inspects vehicles as part of the on-site visits. These visits are conducted, at a minimum, every other year.

### **Reporting Requirements**

Sub-recipients are required to prepare a variety of reports on a quarterly basis. These include a project narrative, local matching sources used, number of passenger trips provided, vehicle miles traveled, and revenue service hours provided. They are also required to report on an annual basis their efforts in purchasing from DBE vendors and a vehicle condition report.

### **Vehicle Use Requirements**

The Wave Transit System restricts vehicle use to passenger transportation services. Vehicles must be used in service that is available to the general public. Sub-recipients of capital grants for vehicles are expected to attain a minimum of 100 passenger service miles per week, per vehicle; or 100 one-way passenger trips per week per vehicle. Sub-recipients may not transfer the operational control of a vehicle purchased under this program to anyone else without prior written approval from THE WAVE TRANSIT SYSTEM.

## **DISPOSITION**

### **At the End of a Vehicle's Useful Life**

The Wave Transit System has determined the useful life of specified vehicles. The Wave Transit System will release interest in a vehicle on the anniversary of the equipment's acceptance, based on the date of acceptance and anticipated useful life. This useful life is determined as follows:

#### Type of Vehicle Useful Life

35'-40' heavy duty transit bus	12 years or 500,000 miles
30' heavy duty transit bus	10 years or 350,000 miles
30' medium-duty transit bus	7 years or 200,000 miles
25'-35' light-duty transit bus (e.g., body on chassis vehicles)	5 years or 150,000 miles
Other vehicles (e.g. small buses, Regular and Specialized vans)	4 years or 100,000 miles

### **Prior to the End of the Vehicle's Useful Life**

Sub-recipients may purchase the Federal interest at any time before the expiration of the equipment's useful life. If this occurs, The Wave Transit System requires that the sub-recipient remit the federal percentage share of the equipment's current fair market value to The Wave Transit System. The fair market value is determined by obtaining an independent appraisal of the equipment.

When an accident occurs which eliminates a vehicle from further operations The Wave Transit System receives the insurance proceeds. If the sub-recipient is purchasing a replacement vehicle, the proceeds are forwarded to them upon evidence that the replacement has been received, paid for, and legal ownership is vested in The Wave Transit System. Replacement vehicles must be a similar type vehicle and of equal or greater value than the one damaged. If the damaged vehicle is not replaced, The Wave Transit System retains the federal percentage share of the equipment and remits the local share to the sub-recipient.

The Wave Transit System will exercise an active oversight role with regard to the equipment procurement process for those grants they administer. Sub-recipients are required to submit a "Buy America" provision and certification with their bidding documents for vehicles. Additional details of federal procurement requirements are outlined in FTA's Best Practices Procurement Manual.

The Wave Transit System has prepared a suggested checklist for its sub-recipients to use in complying with FTA's pre-award audit requirements. The checklist addresses "Buy America;" Federal Motor Vehicle Safety Standards; Bus Testing, and the sub-recipient's own specifications, as modified through the approval equals process. Sub-recipients are

required to verify certified information by us of the checklist during the visit at the manufacturer's factory.

Sub-recipients may include costs for the audit trips in their grant application budgets for § 5316 program equipment. However, if a trip is needed, the sub-recipient may designate another qualified individual or organization to perform the required inspection of the vehicle manufacturer's site. When a sub-recipient plans to award a bid to the same manufacturer for a similar vehicle as in a recent bid award under the another FTA funded program, The Wave Transit System will consider allowing the sub-recipient to accept mailed documentation in lieu of the factory visit.

The Wave Transit System has prepared checklists (Visual Inspection Form and Road Test Form) for the sub-recipient's use in the post-delivery inspection of the vehicle(s). A copy of the completed checklist is required when the sub-recipient submits their request for reimbursement.

### **Restriction on Lobbying and Code of Ethics**

The Wave Transit System requires each sub-recipient receiving more than \$100,000 to complete FTA's Certification on Lobbying prior to contract execution. All bids for equipment prepared by these sub-recipients are required to contain this certification as well.

The Wave Transit System's contract with sub-recipients requires the development and implementation of a written code of ethics. All staff, officers, employees, board members or agents of the sub-recipient are required to comply with the code of ethics The Wave Transit System verifies compliance with this regulation during project monitoring visits.

### **Drug and Alcohol Testing**

The Wave Transit System implemented drug abuse and alcohol misuse testing requirements among its sub-recipients beginning January 1, 1996. Prospective applicants are provided with FTA regulations pertaining to drug abuse and alcohol misuse testing and directed to immediately begin developing policies and requisite training associated with implementation. Upon notification of grant award to a sub-recipient The Wave Transit System requires that the sub-recipient submit a copy of their policies and procedures for review and approval. The Wave Transit System provides technical assistance to the sub-recipient in the form of training, networking, policy development, and distribution of FTA's publication Implementation Guidelines for Drug and Alcohol Regulations in Mass Transit.

The Wave Transit System requires sub-recipients to submit annual reports to verify compliance with the regulations. These reports are prepared on the Management Information System (MIS) forms provided by FTA.

## **Management Plan Revisions**

All designated recipients must have a Program Management Plan (PMP) approved by FTA on file with the FTA regional office. An approved PMP remains valid until FTA approves a later plan submitted by the designated recipient, or an FTA designated recipient management review results in a specific request to the designated recipient by FTA for a revised PMP, or FTA announces significant new program documentation requirements. FTA strongly encourages the designated recipient to issue timely revisions to the PMP, particularly when information helpful to minority applicants, sub-recipients, and third party contractors is involved. When the designated recipient proposes major changes to the PMP, the designated recipient should give an opportunity to comment at the minimum to potential sub-recipients of assistance, potential service providers, other designated recipient agencies and representatives of other funding sources, and any relevant designated recipient associations and professional organizations.

If revisions are substantive, but not pervasive, the designated recipient may submit changes and additions in the form of page changes which can be approved by FTA and incorporated into the PMP on file. If the designated recipient changes the PMP significantly, however, the designated recipient should submit the entire revised plan to FTA for approval. The designated recipient is responsible for ensuring that FTA has a complete copy of the current PMP. The designated recipient may submit minor changes and technical corrections to FTA to update the approved plan, without the need for additional FTA approval.

APPENDIX A

DESIGNATED RECIPIENT'S LETTER FROM THE GOVERNOR OF ALABAMA

OFFICE OF THE GOVERNOR



STATE CAPITOL  
MONTGOMERY, ALABAMA 36130

BOB RILEY  
GOVERNOR

(334) 242-7100  
FAX: (334) 242-0937

## STATE OF ALABAMA

July 31, 2007

Mrs. Yvette G. Taylor  
Regional Administrator  
Federal Transit Administration  
230 Peachtree Street, NW, Suite 800  
Atlanta, Georgia 30303

Dear Mrs. Taylor:

As Governor of the State of Alabama and in behalf of the Mobile Urbanized Area, I hereby designate the WAVE Transit to administer the Job Access and Reverse Commute Program and the New Freedom Program, created as Sections 5316 and 5317 respectively, of the recently enacted Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users.

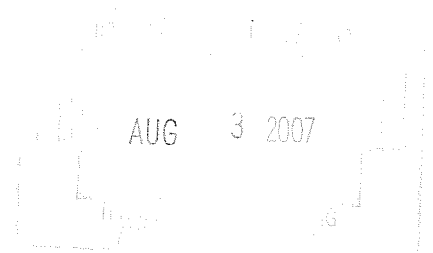
Thank you for your assistance in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Riley".

Bob Riley

BR:RJJ/jn



APPENDIX B

PROGRAM OF PROJECTS

The Program of Projects for the Mobile Urbanized Area will be an annual listing of projects to be funded with Job Access / Reverse Commute and New Freedom Funds, and located here in Appendix B of this document. The current Program of Projects is being developed.

APPENDIX C

JARC AND NEW FREEDOM  
APPLICATION

# FUNDING APPLICATION MOBILE, AL

## Job Access/Reverse Commute (JARC) and New Freedom Program

### Introduction

The Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) reauthorized federal transportation funding programs through Federal Fiscal Year (FY) 2009. SAFETEA-LU addresses the many challenges facing our transportation system today as well as laying 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 State and local transportation decision makers more flexibility for solving transportation problems in their communities. SAFETEA-LU continues a strong fundamental core formula program emphasis coupled with targeted investment, featuring Safety, Equity, Innovative Finance, Congestion Relief, Mobility and Productivity, Efficiency, and the Environment.

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

#### **Eligible Applicants:**

JARC and New Freedom is a formula grant program. Applicants may include state or local government authorities; private non-profit organizations; and operators of public transportation services including private operators of public transportation services.

#### **Eligible Use of Program Funds:**

JARC and New Freedom program funds are intended to fund innovative and flexible programs that identify the transportation needs of individuals with disabilities, older adults, and individuals with limited incomes. Therefore, it is expected that JARC and New Freedom funds be directed to meet these needs by funding new programs or services, or to continue existing programs.

#### **Eligible Projects:**

JARC and New Freedom funds may be used for planning, capital or operating costs of providing access to jobs; or services and facilities that improve mobility for persons with disabilities but not limited to persons who are ADA-certified. Specific project eligibility is detailed later in this document under each program's description. As well, FTA circulars providing guidance on applying for JARC and New Freedom funds can be found at:

#### **JARC:**

**[http://www.fta.dot.gov/documents/TAD\\_JARC\\_8\\_29\\_06\\_Final\\_tb.doc](http://www.fta.dot.gov/documents/TAD_JARC_8_29_06_Final_tb.doc)**

#### **New Freedom:**

**[http://www.fta.dot.gov/documents/TAD\\_New\\_Freedom\\_8\\_30\\_06\\_Final\\_tb.doc](http://www.fta.dot.gov/documents/TAD_New_Freedom_8_30_06_Final_tb.doc)**

**JARC/New Freedom and the Human Services Transportation Plan (HSTP)**

The Metropolitan Planning Organization (MPO) for Mobile County has developed a Human Services Transportation Plan (HSTP) that outlines a vision for improving mobility options for the disabled, aging, and low-income population subgroups living in the region. SAFETEA-LU requires that beginning in FY 2007, projects selected for funding under the JARC and New Freedom programs must be derived from the locally developed HSTP and address service needs and gaps/barriers. Federal funding of projects through these two programs will be utilized to meet plan goals. Selection criteria will be used to prioritize potential programs and develop a listing of projects.

For both the JARC and New Freedom programs, the grants are for a one-year period. It will be necessary to reapply through a competitive process each year for funding.

**DEADLINES FOR APPLICATION SUBMISSION**

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 **12:00 PM Central Standard Time on Wednesday, August 29, 2007.** Applications received after that date and time will not be considered. The Wave Transit System will accept printed, faxed or electronic applications. Applications should be submitted to:

Mr. Gerald Alfred  
Director of Planning/Capital Projects  
The Wave Transit System  
110 Beauregard Street  
Suite 104  
Mobile, AL 36602

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.

**APPLICATION DUE: August 29, 2007, 12:00 p.m.**

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

## **PROJECT APPLICATION PROCEDURES**

This JARC and New Freedom program application is for funds to be used within the Mobile Urban Area. 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, and other documentation necessary to meet the requirements of the FTA's Urbanized Area Formula Grant Program (Section 5307 program under Title 1, United States Code).

### **Funding Program Descriptions**

#### **Section 5316 (Job Access/Reverse Commute Program)**

##### **Eligible Agencies:**

Private, non-profit organizations; state or local government authorities; and operators of public transportation services, including private operators of public transportation services

##### **Program Description:**

Section 5316 (Job Access/Reverse Commute or JARC) is a formula program of funding to develop transportation services to transport welfare recipients and low-income persons to and from jobs (Job Access); and to transport residents of urban centers, rural and suburban areas to suburban employment opportunities (Reverse Commute). Job Access grants can be used for capital and operating costs of equipment, facilities, and capital maintenance related to providing access to jobs. 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.

##### **Cost Sharing/Match Requirement:**

Funds can be used to support up to 80 percent (80/20 match) for capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. Fare revenue generated on the service to be supported may not be used as matching funds for operating grants. 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.

#### **Section 5317 (New Freedom Program)**

##### **Eligible Agencies:**

Private, non-profit organizations; state or local government authorities; and operators of public transportation services, including private operators of public transportation services

##### **Program Description:**

Section 5317 is a new formula grant program for public or alternative transportation services and facility improvements to address the needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA). Funds will cover capital and operating costs to these programs to provide that new service.

**Cost Sharing/Match Requirement:**

Funds can be used to support up to 80 percent (80/20 match) for capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. Fare revenue generated on the service to be supported may not be used as matching funds for operating grants. 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.

**Project Selection for JARC and New Freedom:**

Projects will be awarded through a competitive selection process. An evaluation by a Technical Scoring Committee will review and score the project applications. The Committee will be representatives will be familiar with local human service agencies, the target population, and the transportation issues affecting the target population. The list of projects selected by the Committee will then be submitted to the MPO for final approval of the Annual Program of Projects (POP).

**Application and Project Selection Order of Events:**

Call for JARC/NF Projects (generally Public Display Ad run 3 weeks to 30 days, and postcards to interested parties)

Application deadline

Evaluation by the Technical Scoring Committee (3 weeks to 30 days to review and evaluate projects based on criteria in PMP)

Final Review and Recommendation to MPO (POP must be advertised generally 3 weeks to 30 days before MPO approval)

Recommend applicants to receive notification (Immediately following MPO approval of Program of Projects)

## SCORING CRITERIA

The following information and scoring criteria will be used to score and rate project applications for JARC and New Freedom funding by the Technical Scoring Committee.

**1. Project Needs/Goals and Objectives (30 points):** The project should directly address transportation gaps and/or barriers identified through the locally developed Human Services Transportation Plan (HSTP) or are otherwise based on a documented assessment of needs within the designated communities of concern. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the JARC and New Freedom grant programs.

**2. Implementation Plan (30 points):** For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described. For projects seeking funds for capital purposes, the applicant must provide a solid rationale for use of JARC and New Freedom funds for this purpose, and demonstrate that no other sources of funds are available or are insufficient to meet this need. Also, provide an implementation plan and timelines for completing the capital project.

**3. Project Budget (15 points):** Projects must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period. Proponent shall demonstrate how using this funding leverages resources to the maximum possible extent.

**4. Coordination/Program Outreach (10 points):** Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they would promote public awareness of the project.

**5. Program Effectiveness and Performance Indicators (5 points):** The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost-effective approach. Project sponsors should identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe steps to measure the effectiveness and magnitude of the impact that the project will have on residents.

**6. Innovation (5 points):** The project will be examined to see if it contains new or innovative service concepts or facilities that have the potential for improving access and mobility for the target populations and may have future application elsewhere in the region.

**7. Disadvantaged Business Enterprise (5 points)** Projects will be awarded points for being conducted by a DBE.

JOB ACCESS/REVERSE COMMUTE (JARC)  
AND NEW FREEDOM PROGRAMS  
**APPLICATION FOR FUNDING (FY 2008, 2009 & 2010)**

**PART I - TRANSMITTAL**

**Applicant Data**

Legal Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Project Description**

TITLE \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

FUNDING PROGRAM: JARC\_\_\_\_ New Freedom\_\_\_\_

PROJECT TYPE Capital Only\_\_\_\_ \_\_\_\_Capital and Operating

Operating Only\_\_\_\_ \_\_\_\_Mobility Management/Coordinated Planning

SERVICE DAYS/HOURS \_\_\_\_\_

ESTIMATED COST PER ONE WAY TRIP \_\_\_\_\_ (operating cost)

ESTIMATED DAILY RIDERS \_\_\_\_\_ (weekday/weekend)



**PART III - PROJECT BUDGET**

**Project Funding**

Local matching funds will be required for all application submittals. For projects requiring operating funds, the required match is 50%+ from non-federal transportation funds. For capital projects the required match is 20%+ from non-federal transportation funds

Total Annual Project Budget \$\_\_\_\_\_ (Operating and Capital Only)

Capital Federal Share \$\_\_\_\_\_ %

Capital Local Match \$\_\_\_\_\_ %

Operating Federal Share \$\_\_\_\_\_ %

Operating Local Match \$\_\_\_\_\_ %Total

Local Match Funding Source\_\_\_\_\_

*Note: 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 where funds will be drawn from.*