

Federal Transit Administration Programs

Application Forms

Section 5316 – Job Access Reverse Commute

Delaware Transit Corporation
119 Lower Beech Street
Wilmington, DE 19805-4440

Table of Contents

I. Introduction.....	2
II. Authority for the Programs	2
III. Program Goals	2
IV. Program Information.....	3
V. Eligible Applicants.....	3
VI. Eligible Projects	Error! Bookmark not defined.
VII. Federal/Local Match Requirements	4
VIII.Planning and Coordination Requirements	4
IX. Project Selection	5
XI. Certifications and Assurances.....	5
XII. Award Requirements	6
XIII.Application Timeline	6
APPLICATION INSTRUCTIONS	7
Part I – Applicant Overview	9
Part II – Project Narrative	10
Part III – Project Budget	13
Appendix B – Non-DOT Federal Program Guide	14
Appendix C – Minimum Selection Criteria	15

GENERAL INFORMATION

I. Introduction

The Delaware Department of Transportation (DelDOT), Delaware Transit Corporation (DTC) is responsible for administering a variety of state and federal grants for public transportation programs. The federal program covered under this application process for the Federal Transit Administration (FTA) U.S. DOT Section 5316 Program – Job Access Reverse Commute (JARC).

II. Authority for the Programs

The JARC Program is authorized under the provisions set forth in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted on August 10, 2005. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to these programs. SAFETEA-LU also includes new planning requirement for the JARC Program, requiring that projects funded through these programs “must be derived from a locally developed, coordinated public transit-human services transportation plan” (discussed further in Section VIII). To respond to the new federal requirements, DelDOT/DTC initiated the development of a three county coordination plans.

The Governor of Delaware has designated the DelDOT/DTC as the recipient of all Federal Transit Administration (FTA) funds for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations. DTC administers FTA Section 5316 funds for Delaware.

The purpose of the JARC Program is to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs.

III. Program Goals

JARC Program

The JARC Program’s goal is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. The program requires coordination of Federally-assisted programs and services in order to make the most efficient use of Federal resources.

IV. Program Information

The amount of the Federal portion of the FTA Section 5316 grant for New Castle County is \$144,690. All awarded projects will require matching funds. Projects will be selected for funding through a competitive process and will be considered demonstration projects. Recipients of these funds should consider long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Applicants are strongly encouraged to review the “Certifications and Assurances” before beginning any work on their application. The “Certifications and Assurances” contain various requirements that must be met in order for an organization’s application to be approved. Therefore, by submitting an application, organizations are agreeing to abide by these requirements and are assuring that they are able to sign the “Certifications and Assurances” if their application is awarded funding.

V. Eligible Applicants

There are three categories of eligible subrecipients of JARC funds:

- 1) Private non-profit organizations. A non-profit organization is a corporation or association determined by the U. S. Department of 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 has received documentation certifying the status of the non-profit organization;
- 2) State or local governmental bodies; and
- 3) Operators of public transportation services.

Private operators of public transportation services can partner with an eligible subrecipient and receive Federal funds; however they cannot be a direct subrecipient.

VI. Eligible Projects

Funding under the program is limited therefore, the intent of these funds is for new and innovative projects that meet the unmet transportation needs of individuals with low incomes. Funding may be used for capital or operating projects that meet the JARC Program goals.

JARC Projects – Activities that are eligible for funding may vary from region to region. Examples of activities include, but are not limited to:

Operating Activities

- Late night and weekend service
- Guaranteed ride home service
- Shuttle service
- Expanded fixed-route public transit routes
- Demand-responsive service
- Ridesharing and carpooling activities
- Voucher programs

Capital Activities

- Intelligent Transportation Systems (ITS)
- Promotion of operating activities
- Vehicles
- Mobility management activities

VII. Federal/Local Match Requirements

The federal and local requirements of eligible capital expenses may not exceed 80% of the net project costs. The Federal share of eligible operating expenses may not exceed 50% of the net operating costs.

The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. However, some examples of allowable sources for local match monies for JARC Programs operating assistance are dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. For more information, see Appendix B.

Volunteer services or other in-kind contributions are examples of non-cash share. These contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the net project cost in the project budget. In either case, the cost of providing the contract service is included in the total project cost.

VIII. Planning and Coordination Requirements

To be eligible for funding, SAFETEA-LU requires that projects funded through the JARC Program “must be derived from a locally developed, coordinated public transit-human services transportation plan”. Each of the three Delaware counties developed coordinated public transit-human service transportation plans that 1) identified the transportation needs of individuals with disabilities, older adults, and people with low incomes; 2) provided strategies for meeting those local needs; and 3) identified potential projects that correspond to each strategy. The minimum selection criteria are identified in Appendix C.

Applicants are encouraged to familiarize themselves with the respective plan in their county to ensure their project is consistent with the plan. Additionally, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers. All awarded projects are required to be derived from their county's coordinated transportation plan.

IX. Project Selection

DTC intends to conduct a competitive selection of applications received. In making this determination, the Corporation will use a Competitive Selection Committee. The Committee will evaluate each application that is properly submitted and make recommendations to the Executive Director, who shall have final authority, subject to the provisions of this application, to award a contract to the successful applicant in the best interests of the Corporation.

Each JARC Program application will be scored up to a maximum of 100 points.

OBJECTIVES

- a) The objectives of this evaluation process are to: Secure a fair, workable contract;
- b) Obtain the best combination of features, services, solutions, and cost;
- c) Ensure a high level of quality local support;
- d) Secure fiscally sound successful bidders with demonstrated capability;
- e) Select projects that specifically fulfill the goals of the Coordinated Human Services Transportation Plan
- f) Ensure that DTC's aims, purposes and requirements will be met.

Although each applicant may apply for funding for more than one project, it is possible awards could be made for one proposed activity and not another. Furthermore, because of limited funds, project(s) may not be fully funded up to the dollar amount requested by the applicant.

X. Certifications and Assurances

Applicants whose projects are selected for the JARC Program funds are required to comply with all FTA requirements. Specifically, the applicant will need to sign FTA's "Certifications and Assurances" for the specific funding program for which its organization is applying **within fifteen business days of receiving notification of award**. An authorizing resolution between the governing body and DTC is also required.

The "Certifications and Assurances" are based on federal and state requirements, and may not be altered in any way. Therefore, these documents shall be submitted by the applicant as originally signed in hardcopy only. In addition, and where noted, the "Certifications and Assurances" must be signed and dated by the local attorney and the applicant's agency's authorized official. Organizations unable to complete these certifications and assurances will not receive funding and should not apply for funding.

XI. Award Requirements

Applicants selected for funding under the JARC Program will enter into a contract agreement with the DTC.

Applicants will be required to provide detailed monthly reports to DTC on fund usage and performance of the project. These reports will include financial and program activity updates.

XII. Application Timeline

<i>Date</i>	<i>Activity</i>
<ul style="list-style-type: none">• August 2 & 9, 2010	<ul style="list-style-type: none">• Program announcement and application on website and in newspaper
<ul style="list-style-type: none">• August 27, 2010	<ul style="list-style-type: none">• Deadline for submission of applications to DTC
<ul style="list-style-type: none">• September 3, 2010	<ul style="list-style-type: none">• Notification of awards
<ul style="list-style-type: none">• September 20, 2010	<ul style="list-style-type: none">• Deadline for signed Certifications and Assurances
<ul style="list-style-type: none">• October 1, 2010	<ul style="list-style-type: none">• Grant agreements executed

APPLICATION INSTRUCTIONS

Applications will be reviewed, evaluated and scored by the Competitive Selection Committee to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline will not be considered for funding.

Submit one 8 ½” x 11” original and seven (7) copies of the completed application, including the attachments.

Part IV of the application is reserved for the certifications and assurances. These PDF documents must be received by the DTC in order to complete the application requirements. These forms must be printed, completed, signed, and returned no later than fifteen (15) days after the notification of intent to award. Any alterations to the text of the certifications and assurances documents will invalidate your application. Also, attach a copy of the organization’s Section 501(c)(3) certification, if it is not a public entity.

The deadline for submitting applications is August 27, 2010 12:00 p.m. Submit your application and copies to:

Marcella Brainard
Delaware Transit Corporation
119 Lower Beech Street
Wilmington, DE 19805-4440

For more information, please contact Marcella Brainard at (302) 576-6007 or marcella.brainard@state.de.us

APPLICATION CHECKLIST

The following checklist represents the information and attachments required. Incomplete applications, or those submitted after the deadline, will not be considered for funding.

- Cover Letter – include name, address and phone number of applicant as well as contact person. The letter should be signed by the individual(s) with authority to execute contracts on your organization’s behalf.
- Applicant Overview (Part I)
- Application (Parts II and III) – one double-sided, unbound 8 ½” x 11” original, and seven (7) copies of the complete application
 - Copy of the organization’s Section 501(c)(3) certification (if it is not a public entity)
- Letter of commitment (if applicable) – a letter of commitment is required if matching funds are coming from a source other than the applicant’s own budget. This letter must be signed by the official of the agency authorized to grant matching funds, and it must state the amount of matching funds available to the applicant.

Section 5316 (JARC) Project Application
Part I – Applicant Overview

Applicant Information	
Legal Name:	
Contact Person:	
Address:	
City/State/Zip Code:	
Federal Tax ID Number:	
Telephone:	Fax:
Email:	Website:
List the name(s) and titles of persons authorized to enter into contract(s) and amendments with the Delaware Transit Corporation:	
Name: _____	Title: _____
Name: _____	Title: _____
Applicant Status:	
<input type="checkbox"/> Private Non-Profit Organization <input type="checkbox"/> Local Government <input type="checkbox"/> Public Transportation Provider	
List of Project Partners:	
<u>Organization</u>	<u>Contact</u>
<u>Address</u>	<u>Phone/Email</u>
1.	
2.	
3.	
Program (Check all that apply)	
<input type="checkbox"/> Section 5316 – JARC Capital (80/20) <input type="checkbox"/> Section 5316 – JARC (50/50)	
Project Information	
Project Name:	
Specific Service Area:	
Estimated Number of People to be Served (monthly):	
<input type="checkbox"/> Low-Income _____ <input type="checkbox"/> Elderly _____ <input type="checkbox"/> Disabled _____	
Budget:	JARC
Total Cost of Project	\$
Federal Funds	\$
Local Funds	\$

Section 5316 (JARC) Project Application

Part II – Project Narrative

Project Description:

Provide a summary description of the project.

Goals & Objectives:

- A) Describe the targeted population to be served.

- B) Describe the unmet transportation need that the proposed project seeks to address.

- C) Identify which strategy(ies) within the *Coordination Transportation Plan* this project addresses.

- D) Indicate how the project addresses the need.

- E) Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month.

- F) Explain how the project increases or enhances availability of transportation of the targeted population and detail if the project will also help meet transportation needs outside this population.

Coordination:

- A) Describe how the project will be coordinated with other social service agencies and/or public transportation providers. (e.g., sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)

- B) Identify partners/stakeholders and indicate any private sector involvement. (Attach letters of support for each stakeholder.)

- C) Indicate how stakeholders will be involved throughout the project.

Implementation:

- A) Provide an operational plan for providing service. (Include time table, route map, and/or service map, if applicable.)
- B) Describe how the agency intends to implement the project.
- C) Explain how the project relates to other services or programs provided by your agency and demonstrate how it can be achieved within the agency's technical ability.
- D) Describe how the agency will market the project to the target population and promote public awareness of the program.
- E) Provide a timeline for project implementation.

Managerial Capability:

- A) Describe the agency's ability to manage the project and the number of years the agency has worked with this targeted population.
- B) Describe key personnel assigned to the project, and the percentage of time each person will be involved in the project. Will the agency need to hire additional personnel to support the project? If so, what percentage of time will the new person(s) dedicate to this project?
- C) Describe how the agency will manage risk and provide for safe delivery of services – driver recruitment, eligibility, training and safety, vehicles used, vehicle safety, maintenance, and insurance.

Fiscal Capability:

- A) Provide a complete budget indicating project revenues and expenditures in the format provided in Part III.
- B) Provide evidence of financial capability and the stability of the local share.
- C) Describe how the project relates to any federal or other programs that the agency operates and, if applicable, how these resources can be leveraged for the project.
- D) Describe any potential long-term efforts or funding sources that will sustain the project if the JARC funding is no longer available in future years.

Program Effectiveness:

- A) Identify performance measures to track the effectiveness of the service in meeting the identified goals.
- B) Describe the agency's plan for monitoring and evaluating the project.
- C) Indicate what steps will be taken if original goals are not achieved.
- D) Briefly describe any new or innovative solutions demonstrated by the project and whether it could be replicated elsewhere in the region or state.

Section 5316 (JARC) Project Application
Part III – Project Budget

Operating Budget

	Project Budget
Vehicle Operations	_____
Personnel	_____
Administration	_____
Maintenance	_____
Vehicle Insurance	_____
Other Expenses _____	_____
Total Operating Expenses	_____
Fares	_____
Other _____	_____
Total Operating Revenue	_____
Net Project Cost	_____
Local Funding _____	_____
Local Funding _____	_____
Local Funding _____	_____
Total Local Funds (50%)	_____
Federal Funds (50%)	_____

Capital Budget

Capital Equipment	Type of Service	Cost	Local Share (20%)	Federal Share (80%)	Source of Local Share
Total Cost					

Appendix B – Non-DOT Federal Program Guide
(Source – United We Ride website:
http://www.unitedweride.gov/1_691_ENG_HTML.htm)

U.S. Department of Agriculture

- [Food and Nutrition Service](#)

U.S. Department of Education

- [Office of Elementary and Secondary Education](#)
- [Office of Innovation and Improvement](#)
- [Office of Special Education and Rehabilitative Services](#)

U.S. Department of the Interior

- [Bureau of Indian Affairs](#)

U.S. Department of Health and Human Services

- [Health Resources and Services Administration](#)
- [Centers for Medicare and Medicaid Services](#)
- [Administration on Aging](#)
- [Substance Abuse and Mental Health Services](#)
- [Administration for Children and Families](#)

U.S. Department of Housing and Urban Development

U.S. Department of Labor

- [Employment Standards Administration](#)
- [Veterans' Employment and Training Service](#)
- [Employment and Training Administration](#)

U.S. Department of Veterans Affairs

- [Veterans Benefits Administration](#)
- [Veterans Health Administration](#)

Appendix C – Minimum Selection Criteria

Description of Project	Evaluation Criteria
1. Statement of Need and Organizational Capacity (20 Points)	
<ul style="list-style-type: none"> • Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan. • Describe the specific population this project will serve. As appropriate, add tables, charts, maps and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how) • Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served. 	<ul style="list-style-type: none"> • Does the project address a recognized need in the community? <ul style="list-style-type: none"> ➤ What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan? • Which strategy(ies) does the project focus on from the Plan? • Does the project increase or enhance availability of transportation of the targeted population? • Does the project help meet transportation needs outside this population?
2. Project Budget and Cost Effectiveness (20 Points)	
<ul style="list-style-type: none"> • Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project. • Provide evidence of financial capability and the stability of the local share. • Identify reasonable sources for on-going funding – clearly indicate all funding sources if there are more than one. 	<ul style="list-style-type: none"> • Was a clearly defined budget submitted for both the proposed project? • Does the project budget list the source(s) of local share? Is the local share stable? • Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?
3. Coordination and Program Outreach (20 Points)	
<ul style="list-style-type: none"> • Coordination among agencies is very important, describe how the project will be coordinated with other social service programs and/or transit providers in the area. This could include: <ul style="list-style-type: none"> ➤ Share vehicles with other agencies? ➤ Share dispatching or scheduling duties? ➤ Share in maintenance costs? ➤ Coordinate client trips? ➤ Coordinate staff training programs? ➤ Other strategies. • Were private sector providers included in developing the project? If so, how? 	<ul style="list-style-type: none"> • What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning) • Does the project involve multiple partners? (More points awarded for greater partnership) • Was private sector involvement explored? • Does the project indicate how stakeholders will be involved throughout the project?

Description of Project	Evaluation Criteria
<ul style="list-style-type: none"> In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis. 	
4. Implementation Plan (20 Points)	
<ul style="list-style-type: none"> Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project. Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation. Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability. Description on how the agency will market the project to the target population and promote public awareness of the program. 	<ul style="list-style-type: none"> Does the operational plan correspond with the project goals/objectives? Does the implementation plan seem feasible? Does the timeline seem feasible?
5. Customer Service and Accessibility (20 Points)	
<ul style="list-style-type: none"> Provide the number of years the applicant has provided services for their targeted clientele. Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project? List the training courses and the drivers who have completed these courses. Describe the agency’s vehicle maintenance program (if applicable), addressing the following: <ul style="list-style-type: none"> ➤ Pre-trip inspections ➤ Preventive maintenance ➤ Routine maintenance ➤ Contingency plan for when equipment is out of service 	<ul style="list-style-type: none"> Does the applicant display sufficient experience in providing services for the targeted clientele? Does the agency have adequate staff resources to handle the project? If applicable, are drivers properly trained? If applicable, does the agency display the ability to maintain vehicles?

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End of Application