

Application for Job Access Reverse
Commute (JARC) and New Freedom
Project Funds for the Pioneer Valley
Metropolitan Planning Organization Area

Solicitation for Projects

Federal Fiscal Year 2012 (October 1, 2011 to September 30, 2012)

March 15, 2011

Pioneer Valley Planning Commission
60 Congress Street, Springfield MA 01104

INTRODUCTION

The Pioneer Valley Planning Commission (PVPC) is pleased to announce this solicitation for applications to fund Job Access Reverse Commute (JARC) and New Freedom projects in federal FY2012 (October 1, 2011 to September 30, 2012). Funding for these two programs is authorized under the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act—A Legacy for Users (SAFETEA-LU) of 2005.

SAFETEA-LU requires that in order to disperse JARC and New Freedom funds, a metropolitan planning organization (MPO) such as PVPC must first create a locally Coordinated Public Transit-Human Services Transportation Plan that identifies unmet transit needs in the MPO's region. On March 1, 2008, the Pioneer Valley MPO, adopted the Pioneer Valley Coordinated Public Transit Human Services Transportation Plan (available at: http://www.pvpc.org/resources/transport/PVPC_Coordinated_Plan_updat.pdf). This plan, developed in cooperation and consultation with human service organizations in the region, identifies unmet transit service needs in the Pioneer Valley MPO area (Hampden and Hampshire Counties).

This packet and application form are offered to assist government agencies, transportation service providers, and non-profit organizations in applying for JARC and/or New Freedom funds for projects in the region that address these unmet transit needs. In summary, the unmet needs identified during the Coordinated Planning process are:

- Additional transit service in evening hours
- More service locations
- Better access to employment in suburban and rural areas
- Better intermodal connections among transit service providers
- Better access to shopping and/or recreational destinations
- Better availability of service information to riders

JARC program funds are available for projects that help people with low incomes get to work. Currently, the region's Jobs Access Task Force oversees the development of job access services. Therefore, applications may propose only new projects or extensions of currently funded JARC projects. Activities that are eligible for the JARC program are listed on pages 3 to 5.

New Freedom program funds are available for capital and operating expenses to support new public transportation services that exceed the requirements of the Americans with Disabilities Act (ADA), as well as new public transportation alternatives that exceed ADA requirements. Activities that are eligible for the New Freedom program are listed on pages 6 to 9.

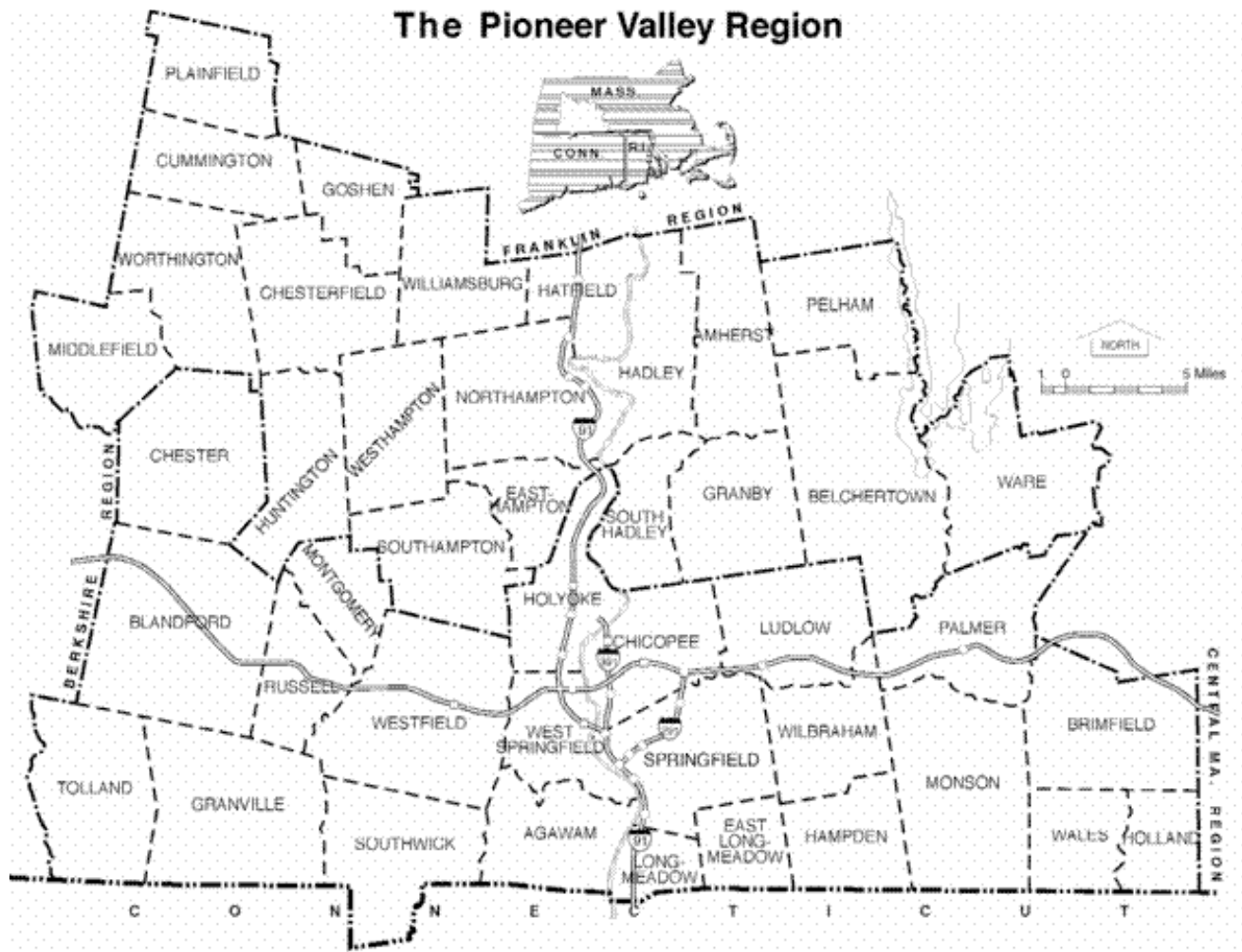
For both JARC and New Freedom proposals, grants for capital projects may not exceed 80% of net capital costs, and grants for operating assistance may not exceed 50% of net operating costs.

Applications must identify which unmet needs the proposed project will serve. A project may serve more than one need. Applicants are also welcome to submit more than one project proposal. Applications will be scored and ranked competitively by a selection committee convened by PVPC using criteria developed in the human service transportation planning process. **Applications must be received by 2:00 PM on Friday, April 15, 2011.**

All projects funded with JARC and/or New Freedom funds are subject to Federal Transit Administration third party contracting mandates. If selected, applicants will be required to comply with all FTA requirements, which include, but are not limited to, civil rights, procurement, and drug and alcohol testing. Refer to applicable federal statutes for more information.

Applications are being solicited to provide PVPC with a preliminary inventory of local projects that may be eligible for JARC or New Freedom funds. If your project is found eligible and selected for consideration, PVPC may require additional information prior to a final award.

For further questions, contact Dana Roscoe at 413-781-6045 or droscoe@pvpc.org.



Job Access and Reverse Commute (JARC) Program: Eligible Activities

ELIGIBLE 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 and to support reverse commute projects**. The conference report accompanying SAFETEA–LU 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, at Section 3018 [July 28, 2005]). Therefore, eligible projects may include, but are not limited to capital, planning, and operating assistance to support activities such as:

1. Late-night and weekend service;
2. Guaranteed ride home service;
3. Shuttle service;
4. Expanding fixed-route public transit routes;
5. Demand-responsive van service;
6. Ridesharing and carpooling activities that are designed to transport low-income individuals to and from jobs and activities related to their employment;
7. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
8. Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
9. Promotion, through marketing efforts, of the:
 - a. use of transit by workers with non-traditional work schedules;
 - b. use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
 - c. development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
 - d. use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;

JARC Program: Eligible Activities (cont.)

10. 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 Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;
11. Acquiring Geographic Information System (GIS) tools;
12. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
13. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
14. Deploying vehicle position-monitoring systems;
15. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places;
16. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
17. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;
18. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. 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 support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. 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:

JARC Program: Eligible Activities (cont.)

- 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).

New Freedom Program: Eligible Activities

ELIGIBLE ACTIVITIES. New Freedom program funds are available for up to 80% of capital and up to 50% of operating expenses for **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 subrecipients 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.

The following activities are examples of **eligible projects** meeting the definition of “New Public Transportation Services Beyond the ADA”:

- 1. Paratransit services** may be eligible under New Freedom in several ways, as long as the services provided meet the following definitions 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

New Freedom Program: Eligible Activities (cont.)

- f. Installation of additional securement locations in public buses beyond what is required by the ADA.
- 2. 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. 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 curbscuts, sidewalks, 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 wayfinding technology, or
 - d. Implementation of other technology improvements that enhance accessibility for persons with disabilities.
- 4. New travel 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.

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 wheelchair securing systems specified in 49 CFR part 38, subpart B.

New Freedom Program: Eligible Activities (cont.)

- 2. New voucher programs for transportation offered by human service providers.** Funds may be used to support the administration and expenses related these programs. 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. Transportation providers may 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 requiring a 50/50 (federal/local) match.
- 3. Support for 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. Support for 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;

New Freedom Program: Eligible Activities (cont.)

- 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).

**PIONEER VALLEY METROPOLITAN PLANNING ORGANIZATION
APPLICATION FOR JARC/NEW FREEDOM FUNDING**

Return completed applications to: Dana Roscoe, PVPC, 60 Congress Street, First Floor, Springfield, MA 01104 by **2:00 p.m. on Friday, April 15, 2011**. Only print copies will be accepted. Email submittals will not be accepted. Please submit a separate application for each project. Questions should be directed to: Dana Roscoe at 413-781-6045 or droscoe@pvpc.org.

Section 1: Contact Information and Project Summary

Name of Organization: _____

Address: _____

Contact Person: _____

Phone: _____

Email address: _____

Identify your organization as one of the following:

- State or Local Government or public transit authority
- Operator of public transportation services (private or public)
- Non-profit (501c3) organization
(if checked, give Federal EIN#: _____)

Please attach a summary of your organization's relevant qualifications not to exceed two pages.

Project Title: _____

1. Are you requesting operating or capital financial assistance? _____

2. Are you applying for Job Access Reverse Commute (JARC) or New Freedom Funds?

3. Project cost: \$ _____

Section 2: Project Information: Operating Assistance Grant Requests (use separate sheets if necessary or more convenient)

6. Give a detailed description of the proposed project and the population it will serve. Be sure to identify which unmet public transportation service need(s) the project will address.

7. Will this project preserve an existing service? (If no, skip to Question 9.) If yes, please describe the service, the population it currently serves, and how your project will expand upon or improve the existing service to benefit additional transit users.

8. Does this existing service currently receive federal financial assistance for operating purposes? If yes, which federal programs currently fund this service? Is your organization at risk of losing any of these funds in the coming federal fiscal year (FY2012)?

9. Is this a new project? If yes, how will it be coordinated with existing services in the area?

10. When can this project start up?

11. Financial information: Please fill in or attach an itemized budget for this project. Show all project expenses and expected revenues, including anticipated JARC/New Freedom funds, for federal FY2012 (October 1, 2011 to September 30, 2012).

Project Budget (For Operating Assistance)		
Operating (50/50)	Current Budget	Additional Requested
Labor		
Fringe Benefits		
Maintenance		
Vehicle Insurance		
Purchased Transportation		
Other Expenses		
Total Expenses	\$ -	\$ -
Total Revenue		
Net Project Cost	\$ -	\$ -

NOTE: The amount of eligible operating expenses does not include revenues.

Section 3: Project Information: Capital Assistance Grant Requests

12. Is this project for the replacement or expansion of fleet vehicles, equipment or facilities?
Please describe how the vehicles, equipment and/or facilities will be used and identify which unmet services need(s) will be met.

13. Please show the total budget for this capital project below or on a separate sheet. Include a description of the vehicles, equipment and/or facilities to be acquired, quantities, unit costs, total costs, and applicable taxes. Show the source and amount of the project local match (attach letter of commitment or other documentation), as well as the net capital assistance request amount you are seeking from JARC/New Freedom funds for this project.

Project Budget (For Capital Assistance)

Equipment Description	ADA Accessible?	Quantity	Replace (R) Expand (E)	Unit Cost	Total
				Sub Total	
				Other expenses	
				Total	
				<i>Less Local Match*</i>	
				Total Request	

*Source of local match: _____

14. For vehicles that you propose to replace, complete the table below (or submit separate sheet):

Vehicle Type	Make/Model	Year	VIN	Current status Active (A) Spare (S)	Mileage (as of application date)

Section 4: All Projects

15. How will you inform the intended users of the new service that it is available—and how will you encourage them to use it? Does the project have community support? Please attach any relevant documentation, such as letters of support, news articles, surveys or references.

16. How will this new service be coordinated with existing services (operated by your organization or others)?

17. What is the expected usage of the new service? Provide an estimate of additional daily passengers, customers served, new customers to be reached and/or other desired benefits.

18. What is the source of the required local match for this project? Attach any related documentation (i.e., contract or letter of commitment). (Note: For New Freedom projects, grants for capital projects may not exceed 80% of net capital costs, and grants for operating assistance may not exceed 50% of net operating costs.)

Thank you! PVPC will contact you to acknowledge receipt of your application.