



## **STATEWIDE COMPETITIVE GRANT**

**Job Access & Reverse Commute Program (Section 5316)**

**and the**

**New Freedom Program (Section 5317)**

**Grant Application**

**Grants will be awarded for**

**Fiscal Year 2012**

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## GENERAL INFORMATION

### I. INTRODUCTION

The Alabama Department of Senior Services (ADSS) is responsible for administering the federal programs covered under this application process which includes:

- Section 5316 Program – Job Access and Reverse Commute (JARC)
- Section 5317 Program – New Freedom (NF)

**Grant Application Submission:** Proposals should be submitted to the appropriate Regional Council in the proposed project geographic area(s) no later than March 4, 2011 by 5:00 p.m. (See page 15 for AARC listings). **Postmarks will not be accepted.**

If Regional Councils are applying for funding directly or in coordination with another agency's application, this application should be mailed directly to ADSS by that Regional Council. This application should be submitted to ADSS no later than March 4, 2011 by 5:00 p.m. **Postmarks will not be accepted.**

The Regional Councils will submit all received grant applications to the Alabama Department of Senior Services no later than March 11, 2011 by 5:00 p.m. The Regional Councils are responsible for endorsing all applicants that have participated in the coordinated transportation planning process and/or the projects have been derived from the coordinated plan within the Region, which includes the page number(s) that specify the need for the project(s) and the date the plan was approved. If the project does not meet the requirements of being derived from the coordination plan, this should be indicated in the letter from Regional Councils.

Submit one 8 ½" x 11" original completed application (12 font), including the attachments and three additional copies of the grant application.

This application can be found on the website listed below.

**Contact for Questions:**

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RSA Plaza Suite 570  
Montgomery, AL 36130-1851  
334-353-8548

Email: [Sharon.Coats@adss.alabama.gov](mailto:Sharon.Coats@adss.alabama.gov)  
Website: <http://www.unitedweridealabama.com>

## Tentative Timeline

Date	Activity
<ul style="list-style-type: none"> <li>• January 27, 2011</li> </ul>	<ul style="list-style-type: none"> <li>• Program announcement and statewide dissemination of grant applications.</li> </ul>
<ul style="list-style-type: none"> <li>• March 4, 2011</li> </ul>	<ul style="list-style-type: none"> <li>• Deadline for submission of applications to the Regional Councils for endorsement/non-endorsement.</li> <li>• If Regional Councils are applying for funding or closely involved with another agency's application, this is the deadline for those application submittals to ADSS.</li> </ul>
<ul style="list-style-type: none"> <li>• March 11, 2011</li> </ul>	<ul style="list-style-type: none"> <li>• Deadline for Regional Councils to submit all other applications to ADSS</li> </ul>
<ul style="list-style-type: none"> <li>• March-April 2011</li> </ul>	<ul style="list-style-type: none"> <li>• Selection committee convenes to review applications and make recommendations</li> </ul>
<ul style="list-style-type: none"> <li>• April 2011</li> </ul>	<ul style="list-style-type: none"> <li>• Grant Application to FTA via TEAM</li> </ul>
<ul style="list-style-type: none"> <li>• August 2011</li> </ul>	<ul style="list-style-type: none"> <li>• Awards Announced</li> </ul>

## **II. AUTHORITY FOR THE PROGRAMS**

The JARC and New Freedom Programs are 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. The U.S. Secretary of Transportation is authorized by these provisions to apportion federal funds to each state for grants. SAFETEA-LU also includes new planning requirements for the JARC and New Freedom Programs, 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, the Alabama Association of Regional Councils (Regional Councils) developed regionally coordinated public transit-human services transportation plans.

Alabama Department of Senior Services has been designated as the recipient of the JARC and NF Programs for the small urban and rural areas. ADSS administers the Section 5316 and Section 5317 funds allocated to Alabama, except for Birmingham, Huntsville and Mobile allocations which represents the large urbanized areas. These large urbanized areas apply directly to Federal Transit Administration (FTA). Proposed projects for Lillian and Phenix City are within large urbanized areas in Florida and Georgia and are the responsibility of designated recipients identified by Florida and Georgia, respectively.

## **III. PROGRAM GOALS**

### **JARC Program**

The goal of the JARC Program 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 nonurbanized areas to suburban employment opportunities. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals in all areas – urbanized, small urban, and rural. The program requires coordination of federally assisted programs and services in order to make the most efficient use of federal resources.

### **New Freedom Program**

The New Freedom Program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation into society. The New Freedom program seeks to expand the transportation mobility options available to persons with disabilities beyond the requirements of the Americans with Disabilities Act of 1990. The type of projects considered to be “beyond the ADA” has expanded which increases the types of projects eligible for funding under the New Freedom program. Under this interpretation, new and expanded fixed route and demand responsive transit service planned for and designed to meet the needs of individuals with disabilities are eligible projects. The

definition of “new service” is any service or activity that was not implemented or 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 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.

#### **IV. PROGRAM INFORMATION**

JARC and New Freedom funds are available for Fiscal Year 2012 (beginning October 2011). Projects will be selected for funding through a competitive process. Grant awards will be subject to available federal funds. Projects which are selected for funding will be monitored and managed by ADSS. Applications will be evaluated by the Selection Committee. During the evaluation review period, ADSS reserves the right to ask for additional information, clarification, and conduct negotiations pertaining to an applicant’s initial responses including, but not limited to activities and costs.

Multi-year projects can not exceed three years. Applicants must provide separate budgets for multi-year funding requests and for funding requests from both programs. Agencies must provide two separate projects if requesting funding from both JARC and NF programs. (See Part III)

Applicants are strongly encouraged to review the “Certifications and Assurances” before beginning any work on their application. By signing, 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. (See Pages 25-26).

#### **V. ELIGIBLE APPLICANTS**

There are three categories of eligible subrecipients of JARC and New Freedom 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, including private operators of public transportation services.

Agencies funded for multi-year JARC and/or NF projects may be considered ineligible applicants for this funding cycle. Agencies interested in applying for continuation of existing services are eligible to apply for new funding if funding expires by September 30, 2011.

## **VI. ELIGIBLE PROJECTS**

Funding for the JARC Program is intended to address transportation needs of individuals with low incomes. New Freedom funding is intended to address the unmet transportation needs of people with disabilities. JARC funding may be used for operating, planning, and capital projects. NF funding may be used for operating and capital projects. Funding is limited.

**JARC Projects – Some examples are listed below. Vehicles, vehicle related equipment (ex. wheel chair lifts), car loan programs, and construction projects will not be considered for funding.**

### **Operating Activities**

- Late Night and Weekend Service
- Guaranteed Ride Home Service
- Shuttle Service
- Expanded Fixed-route Public Transit Routes
- Demand-Responsive Service
- Ridesharing Activities
- Voucher Programs
- Purchase of Service

### **Capital Activities**

- Intelligent Transportation Systems (ITS)
- Geographic Information Systems (GIS)
- Marketing

**New Freedom Projects – Some examples are listed below. Vehicles, vehicle related equipment (ex. wheel chair lifts), car loan programs, and construction projects will not be considered for funding.**

### **Operating Activities**

- Operations Above and Beyond the Minimum Requirements of ADA
- Expansion of Current Hours for Paratransit Service
- Medical Shuttle Service
- Expanded or New Voucher Programs
- Expanded or New Purchase of Service

### **Capital Activities**

- Intelligent Transportation Systems (ITS)
- Geographic Information Systems (GIS)
- Marketing

## **VII. FEDERAL/LOCAL MATCH REQUIREMENTS**

The federal and local requirements of eligible capital and planning 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 and/or New Freedom 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 A.

**No in-kind contributions will be accepted for this grant application cycle.**

## **VIII. PLANNING AND COORDINATION REQUIREMENTS**

To be eligible for funding, SAFETEA-LU requires that projects funded through the JARC and New Freedom Programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”. Each of the twelve (12) Regional Councils 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.

Applicants are encouraged to familiarize themselves with the respective plan in their region to ensure their project is consistent with the coordinated 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 region’s coordinated transportation plan.

## **IX. PROJECT SELECTION**

Projects will be awarded through a statewide competitive selection process. ADSS, as the designated recipient, is responsible for the development and implementation of the competitive selection process. Each project selected must be derived from a locally developed “coordinated plan” in compliance with the statutory requirements. Projects that meet the standards set forth within the regional coordination plans will be endorsed by the Regional Councils. All applications shall be forwarded to ADSS. Applications will be reviewed for basic acceptability (meets requirements) and designated for specific funding program(s) consideration. Applications that meet requirements will be evaluated and scored by each selection committee member (See Appendix B). Based on the amount of funds allocated for the program, ADSS will determine the total number of

applications to be funded. A final list of selected projects will be published on the [www.unitedweridealabama.com](http://www.unitedweridealabama.com), and submitted to the FTA for funding and reviewed by the United We Ride Commission. Approval letters are sent to successful applicants upon the approval of the grant awards from FTA. Unsuccessful applicants are provided notification of the status of their applications as well. Applicants that are not selected because of funding constraints may be retained for future considerations. In the event that funding becomes available during this project cycle, funding may be offered to these applicants without issuing an additional call for projects. Agreements are entered into with successful agencies. Once the agreements are approved, the successful agencies become subrecipients of ADSS.

Eligible applications will be evaluated based upon the following criteria:

- Statement of Need and Organizational Capacity
- Project Budget and Cost Effectiveness
- Coordination and Program Outreach
- Implementation Plan
- Customer Service and Accessibility

Each application will be scored up to a maximum of 100 points. The points allocated to each criterion may vary, depending on the need(s) in a given region that is being addressed. For more details, see Appendix B “Minimum Selection Criteria”.

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. GRIEVANCE PROCEDURES**

If an application is not funded, the agency may appeal the outcome by submitting a notice of complaint to ADSS in writing within ten (10) business days of notification of a funding decision. The applicant must clearly state the organization name, contact person, address, phone number, project description and grounds for appeal. ADSS shall review the complaint and make a decision, in writing, within ten (10) business days of receipt of the appeal.

## **XI. CERTIFICATIONS AND ASSURANCES**

Applicants whose projects are selected for the JARC Program and/or New Freedom 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 programs for which its organization is applying at the time of application submission.

The “Certifications and Assurances” 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 applicant agency’s authorized official. Organizations unable to complete these certifications and assurances will not receive funding and should not apply for funding. A copy of the certifications and Assurances is included in Appendix D.

## **XII. CIVIL RIGHTS**

As a condition of receiving Federal Transit Administration Section 5316 or 5317 program funds through ADSS, subrecipients must comply with the requirements of the U.S. Department of Transportation’s Title VI regulations. The purpose of Title VI is to ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Also, subrecipients are responsible for ensuring compliance of each third party contractor at any tier of the project.

### **REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES:**

Subrecipients must develop procedures for investigating and tracking Title VI complaints filed against them and makes their procedures for filing a complaint available to members of the public upon request.

### **REQUIREMENT TO RECORD TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS.**

Subrecipients must prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the subrecipient that allege discrimination on the basis of race, color, or national origin.

### **REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENCY PERSONS.**

Subrecipients must take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). To this end subrecipients may develop and carry out a language implementation plan. Certain subrecipients, such as those serving very few LEP persons or those with very limited resources may choose not to develop a written LEP plan. However, the absence of a written LEP plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to a recipient’s program or activities. Subrecipients electing not to prepare a written language implantation plan should consider other ways to reasonable provide meaningful access.

### **REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI.**

Subrecipients must provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Subrecipients that provide transit service shall disseminate this information to the public through measures that can include but shall not be limited to a posting on the agency's Web site.

### **REQUIREMENT TO PREPARE TITLE VI REPORT.**

All successful subrecipients must submit compliance reports to ADSS consistent with reporting timelines established by the recipient. The following contents will be required with the submission of the standard agreement:

1. A summary of public outreach and involvement activities undertaken and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities.
2. A copy of the subrecipient's plan for providing language assistance for persons with limited English proficiency that was based on the DOT LEP Guidance or a copy of the agency's alternative framework for providing language assistance.
3. A copy of the subrecipient procedures for tracking and investigating Title VI complaints.
4. A list of any Title VI investigations, complaints, or lawsuits filed with the subrecipient. This list should include only those investigations, complaints, or lawsuits that pertain to the subrecipient submitting the report, not necessarily the larger agency or department of which the entity is a part.
5. A copy of the subrecipient's notice to the public that it complies with Title VI and instructions to the public on how to file a discrimination complaint.

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**

**All successful applicants** must adhere to the Alabama Department of Senior Services Disadvantaged Business Enterprise (DBE) Program. All Agencies must consider qualified DBE vendors when purchasing goods or services by providing a fair procurement selection process. Subrecipients are required to submit semi-annual uniform reports to ADSS in compliance with federal requirements.

### **XIII. AWARD REQUIREMENTS**

Applicants selected for funding under the JARC and NF Programs will enter into a contract agreement with ADSS.

Successful applicants will be required to submit quarterly reports, monthly invoices for reimbursements, and meet additional reporting requirements as requested.

Approved applicants may be required to undergo a pre-award audit. The purpose of the audit is to determine the capability of the recipient's financial practices in accounting for the grant funds.

Applicants awarded JARC or NF federal funds are required to participate and attend stakeholders meetings held by ADSS and the Regional Councils.

Applicants must meet federal and state laws including licensing, insurance, Public Service Commission Requirements, Federal Motor Carrier Requirements and all other applicable requirements. Agencies must provide proof that the aforementioned requirements as applicable are being met before final grant awards and/or funding reimbursements.

Applicants should become familiar with the following Federal Transit Administration documents: Circular 9050.1- Job Access and Reverse Commute (JARC) Program, Circular 9045.1 - New Freedom Program, and Circular 4220.1F – Third Party Procurement.

## APPLICATION INSTRUCTIONS

Applications will be evaluated and scored by the Selection Committee. The Regional Councils will endorse eligible grant applications. Applications submitted after the deadline will not be considered for funding. Please review the application checklist (See page 16) to make sure your application is complete.

If requesting funding for multiple projects and/or years, complete separate Part III-Project Budget Forms.

**Part I - Applicant Overview, Part II - Project Narrative, and Part III - Project Budget** must follow the format as structured in this package so that the selection committee can fairly evaluate your application. Each project or program must be addressed in the project narrative and project budget.

**Appendix D** of the application addresses required certifications and assurances. These documents must be received by ADSS in order to complete the application requirements. These forms must be completed, signed, and returned with the original completed grant application. Subrecipients that submitted Certifications and Assurances for FY 2011, your agency can indicate that C&As are on file in the grant application and the FY 2012 C&As can be submitted in December 2011 if funds are awarded.

Also, attach a copy of the organization's Section 501(c) (3) certification, if the agency is not a public entity.

**Public Hearing** - Eligible applicants must ensure that the public is aware of the proposed project(s) and must afford the opportunity for input into the same. Eligible applicants must, therefore, initiate a public participation process as part of their JARC & New Freedom application requirements. The process shall consist of, at a minimum, conducting a public hearing seven days after the opportunity for a public hearing has been published in a newspaper of general circulation in the geographic area the project will serve.

A public hearing must be held to allow all persons, including private transportation providers, new business entrants, and the general public an equal opportunity to comment on the proposed transportation service. For operating applications, the service description must clearly indicate all service to be provided. For capital applications, the capital items must indicate a concise description of the proposed project. (See Appendix E). The hearing must be advertised once by public notice in the local newspaper of widest circulation prior to the hearing. The grant application must include:

- a notarized statement verifying publication; and
- a copy of the notice as it appeared in the paper;
- a summary or transcript of the hearing (including a list of attendees)

**Resolution** - Eligible applicant's governing body (board of county commissioners, city council, board of directors, etc.) must adopt a resolution authorizing (1) the submission of an application to the ADSS for federal funds to financially assist transportation services in the project area, and (2) the execution of a contract with ADSS upon approval of the grant application.

A sample authorizing resolution is included in Appendix C.

**Deadlines** - The deadline for submitting applications to the Regional Councils is March 4, 2011 by 5:00 p.m. The deadline for submission of endorsed project applications by the Regional Councils is March 11, 2011 by 5:00 p.m. Submit your application to the appropriate Regional Council. A map of the Regional Councils is accessible at <http://www.alarc.org/>. A directory of the Regional Councils is included on page 15.

**Alabama Association of Regional Council (AARC)**

(Updated 02/10)

Mr. Tyson Howard  
South Central Alabama  
Development Commission  
5900 Carmichael Place  
Montgomery, AL 36117  
(334)244-6903  
FAX (334) 270-0038  
Counties: Bullock, Butler,  
Crenshaw, Lowndes,  
Macon, and Pike

Mr. Keith Jones  
Northwest Alabama Council  
of Local Governments  
P. O. Box 2603  
Muscle Shoals, AL 35662  
(256) 389-0500  
FAX (256) 389-0599  
Counties: Colbert, Franklin,  
Lauderdale, Marion, and  
Winston

Mr. James Curtis  
East Alabama Regional Planning  
and Development Comm.  
P. O. Box 2186  
Anniston, AL 36202  
(256) 237-6741  
FAX (256) 237-6763  
Counties: Calhoun, Chambers,  
Cherokee, Clay, Cleburne,  
Tallapoosa, Coosa, Etowah,  
Randolph, and Talladega

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Mr. Robert Culver  
Top of Alabama Regional  
Council of Governments  
5075 Research Drive NW  
Huntsville, AL 35805  
(256) 830-0818  
FAX (256)830-0843  
Counties: DeKalb, Jackson,  
Limestone, Madison, and  
Marshall

Mr. Charles Ball  
Regional Planning Comm. of  
Greater Birmingham  
1731 1st Ave. N, Suite 200  
Birmingham, AL 35203  
(205) 251-8139  
FAX (205) 328-3304  
FAX (205) 264-8480  
Counties: Blount, Chilton,  
Jefferson, Shelby, St. Clair,  
and Walker

Mr. Bill J. Tucker  
Central Alabama Regional  
Planning and Dev. Comm.  
430 South Court Street  
Montgomery, AL 36104  
(334) 262-4300  
FAX (334) 262-6976  
Counties: Autauga, Elmore, and  
Montgomery

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Mr. Robert Lake  
West Alabama Regional  
Commission  
P.O. Box 509  
Northport, AL 35476  
(205) 333-2990  
FAX (205) 333-2713  
Counties: Bibb, Fayette,  
Greene, Hale, Lamar,  
Pickens, and Tuscaloosa

Mr. Russell Wimberly  
South Alabama Regional  
Planning Commission  
P. O. Box 1665  
Mobile, AL 36633  
(251) 433-6541  
FAX (251) 433-6009  
Counties: Mobile, Baldwin,  
and Escambia

Mr. Thomas B. Solomon  
Southeast Alabama Regional  
Planning & Dev. Commission  
P. O. Box 1406  
Dothan, AL 36302  
(334) 794-4093  
FAX (334) 794-3288  
Counties: Barbour, Coffee,  
Covington, Dale, Geneva, Henry,  
and Houston

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Ms. Suzanne Burnette  
Lee-Russell Council of  
Governments  
2207 Gateway Drive  
Opelika, AL 36801  
(334) 749-5264  
FAX (334) 749-6582  
Counties: Lee and Russell

Mr. Neal G. Morrison  
North Central Alabama  
Regional Council of Gov.  
P. O. Box C  
Decatur, AL 35602  
(256) 355-4515  
FAX (256) 351-1380  
Counties: Cullman,  
Lawrence and Morgan

Mr. John Clyde Riggs  
Alabama-Tombigbee Regional  
Commission  
107 Broad Street  
Camden, AL 36726  
(334) 682-4234  
FAX (334) 682-4205  
Counties: Choctaw, Clarke,  
Conecuh, Dallas, Marengo,  
Monroe, Perry, Sumter,  
Washington, and Wilcox

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## APPLICATION CHECKLIST

The following checklist represents the information and attachments required. Incomplete applications, or those submitted after the deadline, may not be considered for funding. **Please follow the checklist format below.**

- 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 and attachments (Parts II and III)
- 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. Be sure the source of local funds are non DOT funds and are eligible to match USDOT funds. (See Appendix A)
- Authorizing Resolution
- Certifications and Assurances
- Public Hearing Requirements (see page 12)
- Audit Report (most recent report)
- Regional Council Letter (endorsement or non-endorsement must be attached)

\*Submit one single-sided, unbound 8 ½" x 11" original, and three (3) copies of the complete application. Please follow the above checklist format.

**SECTION 5316 (JARC) AND SECTION 5317 (NEW FREEDOM) APPLICATION**

**Part I – Applicant Overview**

<b>Applicant Information</b>		
Legal Name:		
Contact Person:		
Address:		
City/State/Zip Code:		
Federal Tax ID Number:	DUNS Number:	
Telephone:	Fax:	
Email:	Website:	
List the name(s) and titles of persons authorized to enter into contract(s) and amendments with the ADSS:		
Name: _____	Title: _____	
Name: _____	Title: _____	
Applicant Status:		
<input type="checkbox"/> Private Non-Profit Organization <input type="checkbox"/> State or 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.		
<b>Program (Check all that apply)</b>		
<input type="checkbox"/> Section 5316 – JARC Capital (80/20) <input type="checkbox"/> Section 5316 – JARC Operating (50/50)		
<input type="checkbox"/> Section 5317 – New Freedom Capital (80/20)		
<input type="checkbox"/> Section 5317 – New Freedom Operating (50/50)		
<b>Project Information (Check all that apply)</b>		
Project Name:		
Specific Service Area:		
Project Type (Check all that apply)		
<input type="checkbox"/> Continuation of existing project :   __JARC   __NF		
<input type="checkbox"/> Expansion of an existing project   __JARC   __NF <input type="checkbox"/> New project   __JARC   __NF		
Estimated Number of People to be Served (monthly):		
<input type="checkbox"/> Low-Income _____ <input type="checkbox"/> Elderly _____ <input type="checkbox"/> Disabled _____ <input type="checkbox"/> Other _____		
Total Federal Funds Requested: <input type="checkbox"/> Small Urban \$ _____ <input type="checkbox"/> Rural \$ _____		
Budget:	JARC	New Freedom
Total Cost of Project	\$	\$
Federal Funds	\$	\$
Local Funds	\$	\$

## Section 5316 (JARC) and Section 5317 (New Freedom) Project Application

### Part II – Project Narrative

#### **Project Description:**

Provide a summary description of each project. Indicate if this project is for the rural or small urban area.

#### **Goals & Objectives:**

- A) Describe the targeted population to be served for each project.
- B) Identify which strategy(ies) within the *Coordination Transportation Plan* this project addresses.
- C) Describe the unmet transportation need that the proposed project seeks to address.
- D) 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.
- E) 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 projected timeline for 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 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. (Separate budgets for projects and multi-year funding.)
- B) Provide evidence of financial capability and the stability of the local share. (Include local match commitment letter(s) and your most recent audit report).
- C) Identify all transit funds your agency requested or received from the Alabama Department of Transportation (ALDOT) or directly from the Federal Transit Administration (FTA). Are funds currently being spent? Explain
- D) Describe any potential long-term efforts or funding sources that will sustain the project if the JARC and/or New Freedom 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.

**SECTION 5316 (JARC) AND SECTION 5317 (NEW FREEDOM) PROJECT APPLICATION**

**PART III – PROJECT BUDGET**

**Operating Budget**

---

	<b>Project Budget</b>
Operating Personnel	_____
Fuel	_____
Maintenance	_____
Vehicle Insurance	_____
Tires	_____
<b>Total Operating Expenses</b>	_____
Fares	_____
Other _____	_____
<b>Total Operating Revenue</b> (subtract from total operating expenses = net project cost)	_____
<b>Net Project Cost</b>	_____
<b>Identify Local Funding Below</b>	
Local Funding _____	_____
Local Funding _____	_____
<b>Total Local Funds (50%)</b>	_____
<b>Federal Funds (50%)</b>	_____

---

**Capital/Planning Budget**

Capital/Planning	Type of Project	Cost	Local Share (20%)	Federal Share (80%)	Source of Local Share
<b>Total Cost</b>					

**Appendix A – Non-DOT Federal Program Guide**  
(Source – United We Ride website:  
[http://www.unitedweride.gov/1\\_691\\_ENG\\_HTML.htm](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 B – Minimum Selection Criteria

Description of Project	Evaluation Criteria
<b>1. Statement of Need and Organizational Capacity (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan.</li> <li>• 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)</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the project address a recognized need in the community?               <ul style="list-style-type: none"> <li>➤ What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan?</li> </ul> </li> <li>• Which strategy(ies) does the project focus on from the Plan?</li> <li>• Does the project increase or enhance availability of transportation of the targeted population?</li> </ul>
<b>2. Project Budget and Cost Effectiveness (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project.</li> <li>• Provide evidence of financial capability and the stability of the local share.</li> <li>• Identify reasonable sources for on-going funding – clearly indicate all funding sources if there are more than one.</li> </ul>	<ul style="list-style-type: none"> <li>• Was a clearly defined budget submitted for all the proposed projects and/or years?</li> <li>• Does the project budget list the source(s) of local share? Is the local share stable?</li> <li>• Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?</li> </ul>
<b>3. Coordination and Program Outreach (20 Points)</b>	
<ul style="list-style-type: none"> <li>• 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"> <li>➤ Share vehicles with other agencies?</li> <li>➤ Share dispatching or scheduling duties?</li> <li>➤ Share in maintenance costs?</li> <li>➤ Coordinate client trips?</li> <li>➤ Coordinate staff training programs?</li> <li>➤ Other strategies.</li> </ul> </li> <li>• Were private sector providers included in developing the project? If so, how?</li> <li>• In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis.</li> </ul>	<ul style="list-style-type: none"> <li>• What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning)</li> <li>• Does the project involve multiple partners?</li> <li>• Was private sector involvement explored?</li> <li>• Does the project indicate how stakeholders will be involved throughout the project?</li> </ul>

Description of Project	Evaluation Criteria
<b>4. Implementation Plan (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project.</li> <li>• Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation.</li> <li>• 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.</li> <li>• Description on how the agency will market the project to the target population and promote public awareness of the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the operational plan correspond with the project goals/objectives?</li> <li>• Does the implementation plan seem feasible?</li> <li>• Does the timeline seem feasible?</li> </ul>
<b>5. Customer Service and Accessibility (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide the number of years the applicant has provided services for their targeted clientele (elderly, low-income populations, and/or individuals with disabilities).</li> <li>• 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?</li> <li>• List the training courses and the drivers who have completed these courses.</li> <li>• Describe the agency’s vehicle maintenance program (if applicable), addressing the following: <ul style="list-style-type: none"> <li>➤ Pre-trip inspections</li> <li>➤ Preventive maintenance</li> <li>➤ Routine maintenance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Does the applicant display sufficient experience in providing services for the targeted clientele?</li> <li>• Does the agency have adequate staff resources to handle the project?</li> <li>• If applicable, are drivers properly trained?</li> <li>• If applicable, does the agency display the ability to maintain vehicles?</li> </ul>

## Appendix C – Sample Resolution

**WHEREAS**, federal financial assistance is available through the Alabama Department of Senior Services to meet the special needs of eligible low-income individuals, and of reverse commuters regardless of income and/or reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the American with Disabilities Act of 1990.

**WHEREAS**, the submission of an application for said financial assistance is deemed necessary to aid in addressing the transportation needs of low-income individuals and/or individuals with disabilities of \_\_\_\_\_, and  
(City, County or UZA)

**WHEREAS**, any contract for operating and capital financial assistance with the Alabama Department of Senior Services, will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

**WHEREAS**, it is the goal of the applicant to provide the best transit project that can be provided with the funds available.

**NOW, THEREFORE**, be it resolved by the \_\_\_\_\_ of  
(Type Governing Body)

\_\_\_\_\_ as follows:  
(Legal Name of Organization)

That the \_\_\_\_\_ is authorized to execute and file a grant  
(Title of Authorized Official)

application with the Alabama Department of Senior Services for aid in the financing of a Section 5316 and/or Section 5317 transportation assistance project(s).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Appendix D – FY 2012 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT  
ADMINISTRATION ASSISTANCE PROGRAMS**

Name of Applicant: \_\_\_\_\_

The Applicant agrees to comply with the applicable provisions of the following Categories selected:

<u>Category</u>	<u>Description</u>	
01.	Assurances Required For Each Applicant	X
02.	Lobbying Certification	X
03.	Procurement Compliance	X
04.	Protection for Private Transportation Providers	X
05.	Public Hearing	X
06.	Acquisition of Rolling Stock for Use Revenue Service	NA
07.	Acquisition of Capital Assets by Lease	X
08.	Bus Testing	NA
09.	Charter Service Agreement	X
10.	School Transportation Agreement	X
11.	Demand Responsive Service	X
12.	Alcohol Misuse and Prohibited Drug Use	X
13.	Interest and Other Financing Costs	NA
14.	Intelligent Transportation Systems	X
15.	Urbanized Area Formula Program	NA
16.	Clean Fuels Grant Program	NA
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program	NA
18.	Nonurbanized Area Formula Program	NA
19.	Job Access and Reverse Commute Program	X
20.	New Freedom Program	X
21.	Paul S. Sarbanes Transit in the Parks Program	NA
22.	Tribal Transit Program	NA
23.	Transportation Infrastructure Finance and Innovative Act (TIFIA)	NA
24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks	NA

(N/A – Not applicable)

**FEDERAL FY 2012FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

*(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)*

**AFFIRMATION OF APPLICANT**

Name of Applicant: \_\_\_\_\_

Name and Relationship of Authorized Representative: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2012.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2012.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. Chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature: \_\_\_\_\_

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

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

**Authorized Representative of Applicant**

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature: \_\_\_\_\_

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

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

**Attorney for Applicant**

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

## **Appendix E – Public Hearing Notice (Sample Format)**

(insert name of organization applying for grant) will be submitting an application to the Alabama Department of Senior Services (ADSS) to receive funding to/for (insert name of project & brief description). If the application is successful, the funding award may contain Federal Transit Administration (FTA) funds through the Section 5316 or Section 5317 programs.

A copy of the project proposal can be reviewed (insert where and when). Comments on this proposal should be submitted to (insert who and contact information). A public hearing will be held on (insert date, time, and location).

For more information about the proposed project, please contact (insert who and contact information).

**\* A public hearing should be held at seven days after published in the paper.\***